

# The Source

THE NORMAL HERALD

VOL XX NO 2



Beneath the Normal School Catalogue Number  
of the

Indiana Normal School  
OF PENNSYLVANIA.

Indiana Normal School, Indiana, Indiana County, Pa.

1914-1915

INDIANA NORMAL  
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IUP STUDENT HANDBOOK, 1995/97

Indiana University of Pennsylvania is committed to equal opportunity and affirmative action for its students, employees, and applicants. The university is committed to providing equal educational and employment rights to all persons without regard to race, color, sex, religion, national origin, age, disability, ancestry, or sexual orientation.

This policy is placed in this document in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991 as well as all applicable federal and state executive orders. This policy extends to disabled veterans and veterans of the Vietnam era.

**Please direct all general inquiries regarding  
equal opportunity and affirmative action to:**

Ms. Helen Soltis  
Interim Director of Human Resources  
G-1 John Sutton Hall  
Indiana University of Pennsylvania  
Indiana, PA 15705

Telephone: (412) 357-2431  
TDD: (412) 357-2481  
FAX (412) 357-2685

IUP ensures compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act through the provision of program access accommodations. Please direct inquiries regarding accommodations for persons with disabilities to:

**Student Concerns:**  
Ms. Cathy Dugan  
Director, Advising and Testing  
Center/Disability Support Services  
504 Coordinator  
Pratt 106  
Telephone: (412) 357-4067

**Employee Concerns:**  
Ms. Gini Rinkus  
Employment and Work/Family  
Programs Manager  
ADA Coordinator  
G-1 John Sutton Hall  
Telephone: (412) 357-2431

**Specific inquiries regarding Title XI should be directed to:**

Ms. Rhonda Luckey  
Director, Pechan Health Center  
Pechan Health Center  
Telephone: (412) 357-6475

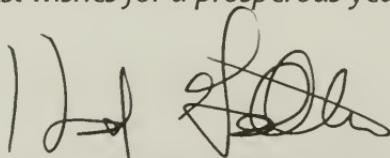
# Welcome

I welcome each of you to our campus community. To the freshmen, I commend you for choosing higher education as a means of bettering yourself. To our returning and transfer students, I congratulate you on your success and trust that you are looking forward to taking another step toward attaining your degree.

I would like to draw your attention to the new name for our student handbook: The Source. The rationale for the name change is simple. It is our belief that you, our students, are the reason for the success of this institution, and we want to provide a place where information can be easily obtained and understood. Although the name is different, the goal of this publication remains the same: to provide you with the information necessary to make your experience here a successful one. Not only does this handbook contain information regarding university policies and procedures, but it also outlines your rights and responsibilities as a campus citizen. The Source also contains useful information about university services and activities.

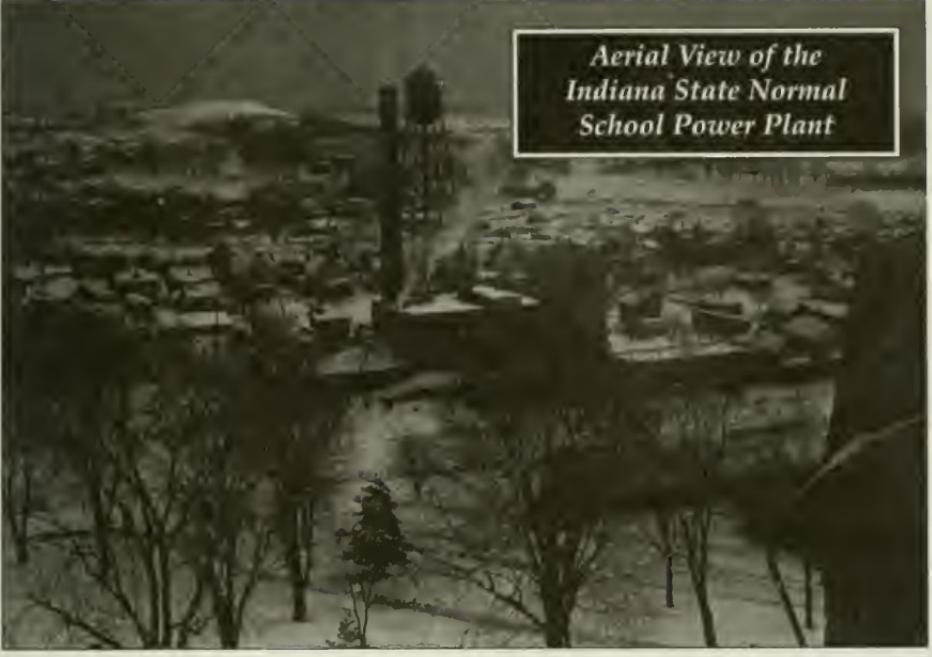
Please familiarize yourself with the contents of The Source to aid you in taking advantage of everything IUP has to offer.

Best wishes for a prosperous year!



Harold Goldsmith  
Vice President for Student Affairs





*Aerial View of the  
Indiana State Normal  
School Power Plant*

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## The Pennsylvania State Normal School History

**S**THE plan of this Institution was conceived in the sixties, the first money, some twenty thousand dollars, being subscribed for its founding in 1869. The first recognition by the State was through an act of the General Assembly in 1871, but the school was not opened until May 17, 1875. Its first principal was Dr. E. B. Fairfield, who afterwards, as the first Chancellor of the University of Nebraska, so largely influenced the future of that institution.

Among the notable men present upon the opening day of the school was one of Pennsylvania's most famous educators, then State Superintendent of Public Instruction, James P. Wickersham, who stated in his public address that it was his opinion that Indiana's first building was the largest, finest and best-planned structure devoted to normal school education in the United States. A monument to its founders, that building still stands, and in honor of the first president of the board of trustees, it is known as John Sutton Hall.

In 1893 there was erected upon our campus a brick residence for men students. The building was forty by one hundred feet, and consisted of a basement and three stories. In February, 1906, this building burned to the ground. There were excellent fire escapes, so not only were no lives lost, but there were no serious injuries.

The ruins were not cold before the trustees were planning for a larger and better dormitory for our young men, and in January, 1907, the Indiana boys took possession of one of the best school residences for men in the State. The building stands upon the site of the old one, but is somewhat larger, and is known as Clark Hall, in honor of the board's second president, the late Justice Silas M. Clark, of the Supreme Bench.

In 1893, also, the board erected, to the northward of the main building, the Model School, and named it in honor of their third president, the A. W. Wilson Hall. This building contains eight large, airy classrooms, with ample playrooms in the basement for use on stormy days.

The year 1903 marked a strong advance in Indiana's material equipment. The Normal's Recitation Hall was then erected. It stands just to the southward of Wilson Hall, completing the east wing of the quadrangle. A stately structure it is and one of the most beautiful on the campus. The dimensions are a frontage of one hundred and thirty feet and a depth of one hundred and twenty-three. The building is the school proper of the Normal and contains twenty-four large beautiful rooms. The Trustees honored themselves by naming this building after one of their most widely known and most faithful teachers, Jane E. Leonard.

During that same year there was erected to the westward of the south wing of John Sutton Hall another most beautiful and imposing structure, one hundred and twenty-three by ninety-two feet in size and three stories high. In

the basement of this building is the laundry and storage, while on the first floor are the kitchens, dining-rooms, and the Steward's office; the Musical Conservatory occupies the second and third stories. This building is known as Thomas Sutton Hall, in honor of the President of the Board of Trustees.

During the past few years something more than \$60,000 have been spent in improving the Institution's plant, the most noteworthy improvement being the erection of a cold storage plant in connection with the refectory. This cold storage plant is pronounced by experts to be one of the very best in all the country. It enables the school to manufacture its own ice, and to furnish its students at all times with the choicest fresh meats.

During the year 1910 two notable additions to our buildings have been made—an annex to the dining hall, seating from eighty to one hundred; and an annex to the girls' dormitory, accommodating sixty-two girls. The dining-room annex contains a very large fireplace, which promotes good cheer and helps the ventilation materially. The annex to the girls' dormitory affords to each two girls occupying it a suite consisting of a sitting-room and bedroom. There are two large wardrobe closets, one for each girl. In the bedroom each girl has her own bed, and there is a porcelain lavatory supplied with hot and cold water. No dormitory, however high the charges of the school, affords its occupants better rooms than these. This building is practically fire-proof, and its bathrooms—one on every floor—are tiled and finished in Italian marble. Occupants of these rooms pay from seventy-five cents to one dollar a week extra.

During the past year, the Trustees bought land off the Campus and across the P. R. R., and erected a Power Plant at a cost of \$120,000. This is one of the most complete plants owned by a school. It provides all heat and light and furnishes power for the elevators, ventilating fans and culinary machinery.

Indiana's student growth has never been phenomenal, but it has been steady, and has increased from 328, the total enrollment of that first term back in 1875, to more than 1,500, the number for the year just closed.



(From the 1914/1915 Pennsylvania State Normal School Catalogue)

# IUP Quick Reference

A

## ABSENCES

If you have an emergency, are going to be absent from class(es), or must leave the university for an extended period of time, contact your dean or adviser to assist you in contacting your professors. Note: If you are able to contact your professors yourself, please do so. For more information, refer to the *IUP Undergraduate Catalog*.

## ACADEMIC ADVISER

Your academic adviser is available through your career as a student at IUP. This is your contact person if you have any academic questions or concerns. If you don't know who your academic adviser is, contact the secretary in the department of your major.

## ACADEMIC CALENDAR

Provides dates on:

- course withdrawals
- drop/add
- finals
- graduation
- payment deadlines
- registration

Please refer to the current schedule of classes publication for the recent calendar, or contact the Office of the Registrar, G-8 Sutton Hall at x2217.

## ACADEMIC DISMISSAL

You will be dismissed from the university if you do not meet the minimum academic standards (2.00 GPA). For more information, refer to the *IUP Undergraduate Catalog* under the Academic Standards Policy or contact your academic department/adviser.

## ACADEMIC GOOD STANDING

This is an overview only. It is your responsibility to become familiar with the entire policy found in the *IUP Undergraduate Catalog* before taking action.

You must maintain a cumulative 2.00 GPA to be in academic good standing and continue as a student.

## ACADEMIC HONORS

Dean's List - at least a 3.25 QPA on 12 credits of graded semester coursework.

Provost's Scholar - Sophomores and Juniors with at least 3.50 QPA at midyear.

### Graduation Honors:

Cum laude - 3.25 - 3.49 QPA

Magna cum laude - 3.50 - 3.74 QPA

Summa cum laude - 3.75 - 4.00 QPA

For more information, refer to the *IUP Undergraduate Catalog* or contact your academic department/adviser.

## ACADEMIC INTEGRITY POLICY

This is an overview only. It is your responsibility to become familiar with the entire policy found in the Policies and Procedures section of this publication before taking action.

You, as a student of this university, are expected to carry yourself in a respectable manner that is representative of the university and to abide by university academic policies.

## ACADEMIC RECORDS

You may check your grades at any time by taking your I-Card to the Office of the Registrar, G-8 Sutton Hall at x2217 to obtain an unofficial transcript.

## ACADEMIC STANDARDS POLICY

This is an overview only. It is your responsibility to become familiar with the entire policy found in the *IUP Undergraduate Catalog* before taking action.

This policy states the minimal requirements that you must meet to remain enrolled in the university and the consequences when you don't meet these requirements.

## ADDRESS CHANGE

All students are encouraged to report their local address to the Registrar's Office at the beginning of the Fall Semester. You need to inform IUP of any address changes (permanent or mailing) so that your grades and bills go

I remember when I was student teaching, Jimmy Stewart, well-known actor, was in my class."

Mrs. Bertha H. Cox, Class of 1917

**A** to the right place. To do this, contact the Office of the Registrar, C-8 Sutton Hall at x2217 for more information. Note: Address changes cannot be done over the phone.

## **ADMISSION TO TEACHER EDUCATION AND CERTIFICATION (Synopsis)**

YOU are responsible for applying for the following:

- Admission to the Certification Program
- Admission to Junior Standing
- Admission to Student Teaching
- Recommendation for Certification

The entire policy can be found in the IUP *Undergraduate Catalog*. Fee.

## **ADMISSIONS-UNDERGRADUATE**

Recommended date for filing freshman applications for admission is December 31 or October 15 for early decision. You need a completed application form, transcript of high school record, and SAT or ACT test results. Applications for undergraduate admission are available in the Admissions Office, 216 Pratt Hall at x2230. Fee.

## **ADVISORY PROGRAM**

You will be assigned an adviser from your academic department to advise you on matters of academic achievement, dropping courses, changing curriculum, student activities, study schedules, and personal problems. For more information, refer to the IUP *Undergraduate Catalog* or contact your academic department/adviser.

## **ADVISING AND TESTING CENTER**

Please refer to the University Services section of this publication for a listing of the services provided by this office or contact the Office of Advising and Testing, 106 Pratt Hall at x4067.

## **AFFIRMATIVE ACTION POLICY FOR IUP**

This is an overview only. It is your responsibility to become familiar with the entire policy found in the Policy/

Procedure section of this publication before taking action.

This policy assures equal educational and employment rights for all persons without regard to race, color, religious creed, lifestyle, affectional or sexual orientation, disability, ancestry, national origin, union membership, age, or sex.

## **ALCOHOL POLICY**

This is an overview only. It is your responsibility to become familiar with the entire policy found in the Policies and Procedures section of this publication before taking action.

This policy contains information on the Pennsylvania liquor code, alcohol liability in Pennsylvania, and referral information.

## **ALUMNI AFFAIRS**

Please refer to the University Services section of this publication for a listing of services provided by this office or contact the Office of Alumni Affairs, Breezedale, at x7942.

## **AMERICAN LANGUAGE INSTITUTE**

The ALI is a noncredit program of instruction in English as a second language for non-native students. Tutoring, unpaid internships, and employment opportunities are all available for ALI students. For more information, contact the American Language Institute, 210-H Leonard Hall at x7675.

## **ATHLETICS**

Please refer to the University Services section of this publication for a listing of the services provided by this office, or contact the Athletics Office, 107 Memorial Field House, at x2751.

## **AUDIT POLICY**

This is an overview only. It is your responsibility to become familiar with the entire policy found in the IUP *Undergraduate Catalog* before taking action.

If you are interested in a course, but do not need the credit hours toward

your degree, you may audit the course. For more information, contact the department chairperson of the course you wish to audit.

## AUTOMOBILE AND PARKING REGULATIONS

This is an overview only. It is your responsibility to become familiar with the entire policy found in the Policies and Procedures section of this publication before taking action.

On-campus students are permitted to have a car on campus only under the following circumstances:

- medical reasons
- work assignments
- academic needs

All parking permit requests are subject to approval by the Parking Review Board and are to be submitted to campus police. Parking on campus is free for all persons from 5:00 p.m. to 8:00 a.m. weekdays and from 5:00 p.m. on Friday until 8:00 a.m. Monday morning. Off-campus students can park in designated areas—please see campus map. If you have any questions concerning parking, contact Campus Police, 1st floor Sutton Hall, at x2141—it could save you \$5.00!

## BACKGROUND CHECKS

Prospective students are required to provide disciplinary records from previous academic institutions and to report felony convictions before an admission decision is made. Prospective employees are also asked to divulge information regarding past criminal records. Individual applicants who report a criminal record are reviewed on a case-by-case basis.

## BACKPACK CHECK

This is a service offered by the HUB to ensure the protection of your belongings when you visit the Co-Op Store during busy times in the semester.

## BANKS

Indiana area banks include:

- |                              |          |
|------------------------------|----------|
| • Indiana First Savings Bank | 349-2810 |
| • Integra Bank (HUB)         | 349-4160 |

- |                                     |          |
|-------------------------------------|----------|
| • Laurel Bank                       | 349-8950 |
| • National Bank of the Commonwealth | 349-3400 |
| • Peoples Bank of Pennsylvania      | 349-6990 |
| • PNC                               | 465-5561 |
| • S&T                               | 349-2900 |

Note: All of the above banks offer MAC machines.

## BICYCLES

You should always securely lock your bicycle in the appropriate racks when outdoors.

## BLACK CULTURAL CENTER

Please refer to the University Services section of this publication for a listing of services provided by this office, or contact the Black Cultural Center, Lewis House at x2455.

## BLUE-LIGHT EMERGENCY PHONES

These special telephone boxes are located throughout the IUP campus beneath blue colored lights. When the box is opened and the receiver picked up, a call is automatically made to Campus Police Dispatch regardless of whether the caller speaks. A police officer will be sent to that location.

## BOOK BUY-BACK

This gives you the opportunity to sell back your books and make some bucks instead of spending them. Watch *The Penn* for times and locations.

## BUS SCHEDULE

Schedule booklets for the Indiana and Campus transits are available at the HUB front desk. You may ride free of charge with a valid I-Card.

## CAMPUS FILM POLICY FOR RECOGNIZED ORGANIZATIONS

This is an overview only. It is your responsibility to become familiar with the entire policy found in the Policies and Procedures section of this publication before taking action.

This policy states guidelines required for scheduling a university facility.

"I remember when Art Rooney, later owner of the Pittsburgh Steelers, played quarterback for Indiana."

Mrs. Margaret Horn, Class of 1921

## C CAMPUS MAPS

You can pick up a campus map at the Campus Police Department, 1st floor, Sutton Hall, at x2141.

## CAMPUS RECREATION SERVICE

Please refer to the University Services section of this publication for a listing of the services provided by this office or contact Campus Recreation Services, Hadley Union Building, at x2307/349-7903.

## CANCELED SEMESTER POLICY

This is an overview only. It is your responsibility to become familiar with the entire policy found in the IUP *Undergraduate Catalog* before taking action.

If you have a bad semester with a low QPA, you may delete these figures from your overall QPA if you have *NOT* been enrolled as a student for four or more consecutive semesters. The courses and grades will still be listed on your transcript, but they are *NOT* included in our overall QPA. See your dean for more information and the necessary form.

## CAREERLINK

This program is designed specifically for seniors and alumni. When you register for this program, you automatically become part of a pool of employment candidates. When an employer indicates a specific hiring need, a search of the candidate database is done and the resume-briefs of those candidates who meet the employer's qualifications will be sent to the employer automatically. For more information, contact the office of Career Services, 302 Pratt Hall at x2235.

## CAREER SERVICES

Please refer to the University Services section of this publication for a listing of services provided by this office, or contact the office of Career Services, 302 Pratt Hall at x2235.

## CATALOG - UNDERGRADUATE

This is your academic guide throughout your undergraduate career.

You will follow the guidelines specific to your major in the year you enter this institution, regardless of whether the departments change their requirements at a later time. You may receive another copy of your *Undergraduate Catalog* at the Co-op Store. There is a fee for additional copies, so *DON'T LOSE IT!*

## CENTER FOR BUSINESS SERVICES AND CARD ADMINISTRATION (I-CARD)

Please refer to the Question and Answer section of this publication or contact the Center for Business Services and Card Administration, 135 University Towers, at x3028.

## CENTER FOR RESEARCH IN WRITTEN COMMUNICATION AND TRANSLATION

Please refer to the University Services section of this publication for a listing of the services provided by this office, or contact the Center for Research in Written Communication and Translation, 410 Sutton Hall, at x2322.

## CHANGES OF MAJOR

Please refer to the Flow Chart in the Policies and Procedures section of this publication or to the IUP *Undergraduate Catalog* or contact your academic department/adviser.

## CHECK CASHING

You may cash your checks at various banks and grocery stores in the area, many do not honor third-party checks, and valid ID is required. (Most will accept your I-Card.)

## CLASSIFICATION OF STUDENTS

Freshman	28 semester hours or less
Sophomores	29-56 semester hours
Juniors	57-90 semester hours
Seniors	91 semester hours or more

For more information, refer to the IUP *Undergraduate Catalog*.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The CLEP Program enables you to earn credit for knowledge of a particular

subject area without taking the course. A list of tests and their corresponding courses is available through University Testing Services, 302 Pratt Hall, at x2235.

### **COLLEGES (UNDERGRADUATE)**

Eberly College of Business	x2520
College of Education	x2480
College of Fine Arts	x2397
College of Health and Human Services	x2555
College of Humanities and Social Sciences	x2280
College of Natural Sciences and Mathematics	x2609
School of Continuing Education	x2209/x2227
Graduate School	x2222

### **COMMENCEMENT**

Remember that you will need to apply for graduation at the *BEGINNING* of your senior year. You can pick up an application from your academic adviser. There are two ceremonies, December and May. Note: The Graduation fee must be paid *PRIOR* to the ceremony.

### **COMPUTER SOFTWARE POLICY**

This is an overview only. It is your responsibility to become familiar with the entire policy found in the IUP *Undergraduate Catalog* before taking action.

Copyrighted computer software shall not be improperly copied, distributed, or used by IUP's employees, students, or affiliated organizations.

### **COMPUTER LABS**

Davis Hall	x2150
Johnson Hall	x2198
Leonard Hall	x7829
Mack Hall	x4010
McElhaney Hall	x7959
Tompkins Lab, Stright Hall	x6105

### **CONTINUING EDUCATION**

Please refer to the Question and Answer section of this publication for a

listing of services provided by this office or contact the Office of Continuing Education, Whitmyre Hall, at x2209/2227.

### **CO-OP BOOKSTORE**

Please refer to the University Services section of this publication for a listing of the services provided by this office or contact the Co-op Store, Hadley Union Building, at x2334/349-1194.

### **COPYING AND DUPLICATING SERVICES**

Buerger Office System	349-3710
Copies Now	465-2679
Kinko's Copies	349-4881
Laurel Printing & Copy	349-9420
Pro Packet	357-8402

### **COUNSELING AND STUDENT DEVELOPMENT CENTER**

Please refer to the University Services section of this publication for a listing of services provided by this office, or contact the Counseling and Student Development Center, 119 Clark Hall at x2621.

### **COURSE DESCRIPTIONS**

A description of each individual course can be found in the IUP *Undergraduate Catalog*.

### **COURSE REPEATS**

This is an overview only. It is your responsibility to become familiar with the entire policy found in the IUP *Undergraduate Catalog* before taking action.

You may repeat a course in which you received a "D" or "F" no more than six times during your undergraduate career. You must obtain a D/F repeat form in your department office. For more information, contact your academic department/adviser.

### **CREDIT/EXEMPTION EXAMINATIONS**

This is an overview only. It is your responsibility to become familiar with the entire policy found in the IUP *Undergraduate Catalog* before taking action.

"I remember when I waved goodbye to Jimmy Stewart at the train station when he left home for HOLLYWOOD!"

Mrs. Evelyn G. Nesbit, Class of 1928

**C** These exams may enable you to "test out" of certain courses and gain credit(s) toward graduation. Credit/Exemption Exams are given by the individual departments upon your request. For more information, contact the University Testing Service, 302 Pratt, at x2235, or your academic department/adviser. Fee.

## **CRITERIA GOVERNING CONTINUANCE AT IUP**

This is an overview only. It is your responsibility to become familiar with the entire policy found in the IUP Undergraduate Catalog before taking action.

This is determined according to the university's Academic Standards Policy (which requires maintaining a cumulative GPA of 2.00 or better).

## **CRITICAL LANGUAGE PROGRAM**

Please refer to the University Services section of this publication for a listing of the services provided by this office or contact the Critical Language Program, 480 Sutton Hall, at x3024.

## **CURRICULUM GUIDE**

A curriculum guide gives you all the information needed about your major. It helps you decide on what courses you need to take and the recommended order in which to take them. You may obtain a copy from your academic department/adviser.

## **DAY CARE**

There are two day-care centers on campus: Indiana County Child Care, Ackerman Hall, at 463-0405 and Wallace Infant/Toddler Center, Wallace Hall, at x7661.

## **DINING SERVICES**

You don't have to live on campus or have a meal plan to partake in IUP's dining services. Dining facilities include Folger Dining Hall, Foster Dining Hall, The Underground Express, the "HUB Rock Cafe," and Itza Pizza. You may pay for meals with a meal plan, your I-Card, Flex Dollars, or cash. For more information on Dining Services, contact the Office of Housing and Residence Life at x2696.

## **DIPLOMAS**

Diplomas are mailed by the Registrar's Office, G-8 Sutton Hall, at x2217, approximately four to six weeks after your actual graduation date.

## **DIRECTORY ASSISTANCE**

IUP Directory Assistance is available at x2100, Monday through Friday, 8:00 a.m. - 4:30 p.m.

## **ELEVATORS**

Please be patient when waiting for elevators on campus. Contrary to popular belief, fast and furious pushing of the button does *NOT* make the elevator arrive any sooner. Remember that elevators are not to be used in the event of a fire.

## **ENROLLMENT VERIFICATION**

The agency that is requesting the verification (financial, insurance, etc.) will send you a form. Bring this signed form (which should include your Social Security number) to the Office of the Registrar, G-8 Sutton Hall, at x2217.

## **ESCORT SERVICE**

You are encouraged not to walk alone and practice personal security precautions, especially during evening/early morning hours. If you must walk alone, please contact Campus Police, 1st floor, Sutton Hall, at x2141 to request an escort. This service is intended for on-campus use, although requests within proximity to campus will be considered on an individual basis.

## **EVACUATION PROCEDURES**

This is an overview only. It is your responsibility to become familiar with the entire policy found in the Policy/Procedure section of this publication before taking action.

This policy contains information on what to do in the event of a fire. Please become familiar with these procedures for your own personal safety.

## EXAMS

Your instructor will have your exam information, and the Final Exam schedule will be published in *The Penn* at the appropriate time.

## FINAL EXAMINATIONS

The final exam schedule will be published in *The Penn* prior to the final exam period.

## FINANCIAL AID OFFICE

Please refer to the Questions and Answers section of this publication or the University Services section or contact the Financial Aid Office, 308 Pratt Hall, at x2218.

## FULL-TIME STATUS

This is obtained when you take twelve credits or more in a semester.

## GRADE APPEAL POLICY

Please refer to the Flow Chart in the Policies and Procedures section of this publication or the IUP *Undergraduate Catalog* or contact your academic department/adviser.

## GRADES AND QUALITY POINTS

This is an overview only. It is your responsibility to become familiar with the entire policy found in the IUP *Undergraduate Catalog* before taking action.

Information regarding the letter grades that can be given and the quality points they represent. For more information, contact your academic department/adviser.

## GRADE POINT AVERAGE (COMPUTING)

To calculate your quality points you must:

1. write down each course and the credits they are worth.
2. multiply the credits by the grade you received. (A=4, B=3, C=2, D=1, F=0)
3. after completing steps 1 and 2 for each course, sum up all numbers, and you'll have total Quality Points.
4. Divide this number by the total

number of credits for the semester and this is your QPA.

PC 101	3 credits	(A)12
HI 101	3 credits	(B) 9
BI 101	4 credits	(B)12
AH 101	3 credits	(C) 6
EN 121	4 credits	(A)16
	17	55

$$55/17 = 3.24$$

## GRADUATE STUDENT INFORMATION

All Graduate Student Information can be found in the *Graduate Student Handbook* or contact Graduate Admissions Information, 101 Straight Hall, at x2222.

## HAZING POLICY

This is an overview only. It is your responsibility to become familiar with the entire policy found in the Policy/Procedure section of this publication before taking action.

This policy states that current and/or prospective members of a recognized organization may not engage in any activity which endangers or has the potential to endanger the health and/or well-being of participants.

## HEART

This is the HIV Education and Response Team which serves the IUP community. Among the services provided by this group are Counseling and Referral, Proactive Services, and Administrative Support. For more information, contact University Health Service, Pechan Health Center, at x4799 or the Counseling and Student Development Center, 119 Clark, at x2621.

## HOMECOMING

Homecoming draws more people to campus than any other annual event. Students, alumni, and area residents gather for the parade through town, the carnival on campus, and the football game at Miller Stadium. For more information, contact Alumni Affairs, Breezedale, at x7942.

remember when we had to 'sign out and sign in' when going off campus

Mrs. Teresa P. Cassetta, Class of 1929

## H HOUSING AND RESIDENCE LIFE

Please refer to the University Services section of this publication for a listing of the services provided by this office. For more information, contact the Office of Housing and Residence Life, G-14 Sutton Hall, at x2696.

### HOUSING INFORMATION

For information regarding on-campus housing contracts and off-campus housing listings, contact the Office of Housing and Residence Life, G-14 Sutton Hall, at x2696.

### I-CARD

IUP has implemented a new I-Card system. The I-Card is the official form of identification on campus and is available to all students, faculty, and staff members. The card is similar to a credit card and displays the cardholder's photograph, signature, and sixteen-digit identification number. This number is encoded on a magnetic stripe on the back of the card and is electronically validated for access to various facilities and services on campus -- meal plan verification, library use, and access to events and campus facilities. Some residence halls use the card for exterior door access. In addition, it can serve as a bus pass, a long-distance calling card, and a debit banking card. For more information, refer to the Questions and Answers section of this publication.

### INCOMPLETES

In the event that you have received an Incomplete (I), you have 180 days either to make up the work to get the grade changed or to have it changed to an "F". For more information, refer to the IUP *Undergraduate Catalog* or contact the department that offers the course.

### INDIANA BOROUGH ORDINANCES

As a citizen of Indiana, you are expected to abide by the laws and regulations of the Borough of Indiana and the Commonwealth of Pennsylvania in addition to the rules of the university. For a listing of the laws and regulations of the borough, consult the Indiana Community Information section of this

publication or contact Campus Police, 1st floor Sutton Hall, at x2141.

### INDIVIDUAL COURSE WITHDRAWAL

This policy is effective June 1, 1995. Please refer to the Policies and Procedures section of this publication, the current schedule of classes publication for information on the withdrawal process, or contact the Office of the Registrar, G-8 Sutton Hall, at x2217.

### INFORMATION DESK

Located on the top floor of the Hadley Union Building at x2590/463-8541, the information desk personnel can provide information on campus events, reservation of rooms in the Hadley Union Building, and payment of your telephone bill.

### INSURANCE

You need to check with your parents to see if their homeowners' insurance covers your personal belongings and to find out exactly what type of medical insurance you have. It is wise to carry your insurance card with you at all times.

### INTERNATIONAL SERVICES OFFICE

Please refer to the University Services section of this publication for a listing of the services provided by this office or contact the International Services Office, 338 Sutton Hall, at x2295.

### INTERNSHIP/COOPERATIVE EDUCATION

This is a great opportunity to receive supervised work experience and gain academic credit toward your degree, plus it looks good on a resume. For more information, refer to the IUP *Undergraduate Catalog* or contact your academic department/adviser.

### INTRAMURAL ATHLETICS

Want to be more active, but don't want to go it alone? Try joining one of the twenty-two recreational sports teams IUP has to offer. You can join regardless of your ability, as a team or individual. There are men's, women's, and coed

teams. For more information, contact the Intramural Office, 101 Memorial Field House, at x2757.

### INTRAMURALS OFFICE

Please refer to the University Services section of this publication for a listing of the services provided by this office, or contact the Intramurals Office, 101 Memorial Field House, at x2757.

### IUP INTERFAITH COUNCIL

The council is a group of recognized campus religious organizations that seek to serve the spiritual needs of the IUP community. For more information, contact Mr. Phil Floyd, President, Interfaith Council, at 349-8646.

### KURZWEIL READING MACHINE

This machine is designed to facilitate learning for persons with learning disabilities. It can scan a book or document and read it aloud. For more information, contact the Advising and Testing Center, 106 Pratt Hall, at x4067.

### LANGUAGE LAB

Please refer to the University Services section of this publication for a listing of the services provided by this office, or contact the Language Lab, 205 Eicher Hall, at x5672.

### LATE PAYMENT FEE POLICY

This is an overview only. It is your responsibility to become familiar with the entire policy found in the Policies and Procedures section of this publication before taking action.

If you are not able to pay your bill within the deadline and have not made arrangements to enroll in the Installment Payment Plan, you are subject to a Late Payment fee and possible cancellation of your schedule. For more information, contact Accounts Receivable, 203 Administrative Annex, at x2207.

### LAUNDRY

Dry cleaners and laundry facilities are located throughout residence halls and the Indiana area. Always *READ THE TAG!* If it reads "dry clean only," *DO NOT* attempt to wash it. Warm and hot water

temperatures tend to fade clothing. Wash brights in cold water only. For more information, call home or refer to the Yellow Pages under "Laundries."

### LEARNING CENTER/ACT 101

Please refer to the University Services section of this publication for a listing of the services provided by this office, or contact the Learning Center, 203 Pratt Hall, at x2729.

### LEARNING DISABILITY

If you know or think you have a learning disability, contact the Advising and Testing center, 106 Pratt Hall, at x4067.

### LIBERAL STUDIES

You must complete 53 semester hours in Liberal Studies courses. For more information, refer to the IUP *Undergraduate Catalog* or contact your academic department/adviser.

### LIBRARY

Records and holdings in the IUP Libraries are accessible through the Voyager on-line catalog, which may be accessed through a modem by telephoning x7700 or via the IUP CHIEF (electronic communications) network by entering LIBRARY in response to the question "Which service would you like?" For more information, refer to the University Services section of this publication.

### LIBRARY POLICY

This is an overview only. It is your responsibility to become familiar with the entire policy found in the Policy/Procedure section of this publication before taking action.

- How to check out a book
- Check-out period
- Fines for overdue books
- Miscellaneous

### LOST AND FOUND

If you lose an item or find one, contact Campus Police, 1st floor, Sutton Hall at x2141.

"I remember when it was 'lights-out' by ten o'clock, but with special permission to study, it was eleven."

Mrs. Mary Jane Schafer, Class of 1931

## M MAC MACHINES

There are MAC machines located directly outside the HUB Rock Cafe, inside the Station Mall, and at the corner of University Square. There are also several MAC machines located throughout the Indiana community.

## MAILBOXES

All students may get a P.O. Box from the Post Office located in Folger Hall, ground Floor.

## MAJORS

A list of all available majors can be found in the IUP *Undergraduate Catalog*.

## MEAL PLANS

Information on the various meal plans may be obtained by contacting the Office of Housing and Residence Life, G-14 Sutton Hall, at x2696. Keep in mind that you don't have to live on campus to have a meal plan.

## MEDIA SERVICES

Please refer to the University Services section of this publication for a listing of the services provided by this office or contact Media Services, 103 Stabley Library, at x2460.

## MINORITY AFFAIRS

Please refer to the University Services section of this publication for a listing of the services provided by this office or contact the Minority Affairs Office, 211 Sutton Hall, at x6490.

## MULTICULTURALISM

Multiculturalism is supported by many offices on the IUP campus. They provide diverse cultural activities for all students throughout the year. For more information, contact the offices of Black Cultural Center, Lewis House, at x2455; Minority Affairs, 211 Sutton Hall, at x6490; and the International Services Office, 338 Sutton Hall, at x2295.

## NAME CHANGE

If your name has been changed due to marriage or court order, bring either your marriage certificate or court

order accompanied by your new Social Security card to the Office of the Registrar, G-8 Sutton Hall, at x2217.

## NEW ORGANIZATIONS

Want to get more involved in campus activities but aren't interested in any of the organizations already recognized? Then, maybe you would be interested in beginning your own. If so, contact the Recognized Programs and Organizations Office, 104 Pratt Hall, at x2598. You may not be the only one looking for something new to do on campus.

## NIGHT EXAM POLICY

This is an overview only. It is your responsibility to become familiar with the entire policy found in the IUP *Undergraduate Catalog* before taking action.

Some classes require you to take exams in the evening hours, which will be indicated beside the class in the registration booklet. Don't worry: you will be given compensation time and it won't interfere with your regular schedule.

## NORMAL SEMESTER HOUR LOAD

This is an overview only. It is your responsibility to become familiar with the entire policy found in the IUP *Undergraduate Catalog* before taking action.

The normal semester hour load is 12-17.50 semester hours. If you wish to take 18 semester hours or more you must get approval from the dean of your college. For more information, contact your academic department/adviser.

## NOTARY SERVICE

You may get items notarized for free by making an appointment with Student Legal Services, 226 Hadley Union Building, at 349-1202.

## NUMBERING SYSTEM FOR COURSES

001-499 undergraduate

500-600 graduate

## OPERATION ID

You may have your valuables engraved by contacting either a Resident Assistant/Student Manager (on campus) or Campus Police at x2141. This will automatically register your valuables at Campus Police.

## ORGANIZATIONS

Please refer to the Recognized Programs and Organizations section of this publication or contact the Office of Student Activities and Organizations, 104 Pratt Hall, at x2598.

## PARENTS' DAY (FAMILY WEEKEND)

On this day, parents and friends are invited to campus and are given the opportunity to see and become acquainted with the IUP campus. There are tours, discussions with faculty and administrators, a football game, and many other activities to get involved in. For more information, contact the Office of Public Relations, 316 Sutton Hall, at x2302.

## PARKING TICKETS

You can pay your parking tickets at Campus Police, 1st floor, Sutton Hall, at x2141. We highly suggest that you refer to the parking-guide map in this publication to avoid receiving additional tickets.

## PART-TIME STATUS

If you are taking less than twelve credits a semester, this is your status. Please note that part-time status may have an effect on the services available to you - including financial aid. Check with your academic department/adviser before decreasing your course load from full-time to part-time.

## PASS/FAIL POLICY

This is an overview only. It is your responsibility to become familiar with the entire policy found in the IUP *Undergraduate Catalog* before taking action.

This policy gives you the opportunity to take an elective course of personal interest without competing academically with students who are

majoring in the field. For more information, contact your academic department/adviser.

## PEER HELPING OPPORTUNITIES

If you are interested in a job that will give you leadership experience as well as provide you with the opportunity to meet new people, being a peer helper might be perfect for you. For more information, contact the Learning Center, 203 Pratt Hall, at x2729; Advising and Testing Center, 106 Pratt Hall, at x4067; COBAC, 5-B Uhler Hall, at x3215; Office of Housing and Residence Life, G-14 Sutton Hall, at x2696; Health Center at x4799; Career Services, 302 Pratt Hall, at x2235; Counseling and Student Development, 119 Clark Hall, at x2621.

## PETS

Pets (with the exception of owner-accompanied guide dogs and small fish) are not permitted in campus buildings.

## POLICIES AND REGULATIONS REGARDING STUDENT BEHAVIOR

Please refer to the Flow Chart and Policy in the Policies and Procedures section of this publication or contact the Office of the Assistant to the Vice President for Student Affairs, 215-A Sutton Hall, at x4040.

## POLICY FOR UNIVERSITY AGENCIES AND GROUPS

This is an overview only. It is your responsibility to become familiar with the entire policy found in the Policies and Procedures section of this publication before taking action.

This policy gives information on how your request for scheduling university facilities will be prioritized. For more information, contact the Scheduling Center, G-4 Sutton Hall, at x2652.

## POST OFFICE

There is an official post office located on campus on the ground floor of Folger Hall which provides all postal services including box rentals. Hours are Monday through Friday, 8:00 a.m. to 3:45 p.m. There is also a Post Office located off campus at 47 South 7th Street.

"I remember when someone put the statue of Venus de Milo in my bed. My roommate and I had to return it to the hall before our hall monitor caught us."

Mrs. Romayne Yates, Class of 1933

## P PREMATRICULATION IMMUNIZATION REQUIREMENT

This is an overview only. It is your responsibility to become familiar with the entire policy found in the Policies and Procedures section of this publication before taking action.

IUP requires documentation from new freshmen and transfer students of immunization dates for the following vaccines: measles, mumps, rubella, tetanus-toxoid, diphtheria, and polio. The University Health Service will provide new students with a Student Health Form on which to document immunization status. For more information, contact the University Health Service, Pechan Health Center, at x2550.

## PRESENTATIONS ON CRIME AWARENESS AND PREVENTION

Programs related to rape, drugs, alcohol, personal safety, prevention of vandalism, theft, and related issues are presented throughout the semester by various university offices, including Campus Police, 1st floor, Sutton Hall, at x2141; the Office of Housing and Residence Life, G-14 Sutton Hall, at x2696; the University Health Service, Pechan Health Center, at x4799; and the Office of Human Resources, G-1 Sutton Hall, at x2431; as well as student organizations and local community agencies.

## PRIOR LEARNING ASSESSMENT

This is an overview only. It is your responsibility to become familiar with the entire policy found in the IUP *Undergraduate Catalog* before taking action.

You may earn university credit for college-level learning gained through work and life experiences. For more information, contact the Assistant Dean, School of Continuing Education, Whitmyre Hall, at x2292.

## PROBATION

When your cumulative GPA falls below 2.00, and you have special permission from your dean to be enrolled in the university, you are considered to be "on probation" with the university. For

more information, refer to the IUP *Undergraduate Catalog* under the Academic Standards Policy or contact your academic department/adviser.

## PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

Please refer to the University Services section of this publication for a listing of the services provided by this office, or contact the Academic Affairs Office, 205 Sutton Hall, at x2976/2219.

## RAPE AGGRESSION DEFENSE SYSTEM (RAD)

This is a self-defense course for female students. For more information, contact Campus Police, 1st Floor, Sutton Hall, at x2141.

## RECOGNIZED ORGANIZATION REVIEW BOARD (RORB)

Please refer to the Flow Chart and policy in the Policies and Procedures section of this publication or contact the Office of Student Activities and Organizations, 102 Pratt Hall, at x2315.

## RECYCLING

All persons at IUP are expected to comply with IUP's Recycling Plan. Containers for the recycling of aluminum and glass can be found in all university buildings.

## REFUND POLICY

This is an overview only. It is your responsibility to become familiar with the entire policy found in the Policy/Procedure section of this publication before taking action.

This policy explains the amount of money that will be refunded to you (in the event of your total withdrawal). To receive a full refund, you must notify the director of accounts receivable, 203 Administrative Annex, at x2207 in writing prior to University Check-in.

## REGISTRAR'S OFFICE

Please refer to the University Services section of this publication for a listing of the services provided by this office, or contact the Office of the Registrar, G-8 Sutton Hall, at x2217.

## REGISTRATION

What you need to register.

1. Registration booklet (it has a list of the available classes and scheduling directions). This booklet can be picked up with your I-Card outside the Co-op Store, Hadley Union Building basement. DO NOT lose this book, you may need it later to make changes in your schedule, and there is a fee for replacement. If you do lose it, contact the Office of the Registrar, G-3 Sutton Hall at x2652.

2. Your PIN/RAC number and scheduling time. This slip is called your "Time Appointment Notice" and can be obtained from your adviser or department office. If you lose your PIN/RAC number or your PIN/RAC number becomes "inactive" because you have entered the wrong number too many times, report in person with your I-card or picture ID to the Scheduling Center, G-3 Sutton Hall, to have your code reset.

## REQUIREMENTS FOR GRADUATION

To graduate, you must meet university requirements, college requirements, and the requirements of your department and must complete a minimum of 124 semester hours with a minimum of a 2.0 QPA in both your major and/or minor field of study. For more information, refer to the IUP *Undergraduate Catalog* or contact your academic department/adviser. Remember—you must apply for graduation—it doesn't just happen!

## RESERVE OFFICER TRAINING CORPS (ROTC)

Tired of the same old, same old? Look into IUP's ROTC program. You can get college credit for it, earn a scholarship, or just set yourself up for advancement in the United States Army. For more information, refer to the IUP *Undergraduate Catalog*, or contact the Military Science Department, U-9 Pierce Hall, at x2399.

## RESIDENCY REQUIREMENTS

To receive a degree from IUP, you must have earned 45 semester hours in IUP courses, at least 15 semester hours at IUP in your major, and at least 6 semester hours at IUP in your minor. For more information, refer to the IUP *Undergraduate Catalog* or contact your academic department/adviser.

## RIDE BOARD

This is an information center located in the basement of the Hadley Union Building with a list of destinations and the persons willing to carpool. Also, keep an eye out for ads in *The Penn*.

## SCHEDULE CHANGES (DROP/ADD)

Finally! . . . changes in your academic schedule may be made over the phone on the TELREG system - NO MORE STANDING IN LINES. For more information, refer to your registration booklet (schedule of classes), or contact the Office of the Registrar, G-4 Sutton Hall, at x2217.

## SCHEDULING CENTER

Please refer to the University Services section of this publication for a listing of the services provided by this office or contact the Scheduling Center, G-4 Sutton Hall, at x2652.

## SCHEDULING UNIVERSITY FACILITIES

This is an overview only. It is your responsibility to become familiar with the entire policy found in the Policies and Procedures section of this publication before taking action.

To schedule a university facility, you must contact the Scheduling Center, G-4 Sutton Hall, at x2652.

## SCHOLARSHIPS

A listing of scholarships can be found in the IUP *Undergraduate Catalog*, or contact your academic department/adviser for additional scholarship information. Scholarships are generally awarded based on your qualifications/abilities.

remember when we were required to wear hats and gloves to town, no matter what the weather.

Mrs. A. Margaret Koontz, Class of 1934

## **S SEXUAL HARASSMENT POLICY STATEMENT AND GRIEVANCE PROCEDURE (IUP)**

This is an overview only. It is your responsibility to become familiar with the entire policy found in the Policies and Procedures section of this publication before taking action.

This policy states the definition of sexual harassment and the procedure for filing a complaint.

### **SIGI**

This is a program designed to help those of us who are still undecided about which direction we want to go with our careers. It enables you to work at your own pace on the computer, exploring your values, interests, and abilities. The computer will then match your responses with various career opportunities. For more information, contact the Advising and Testing Center, 106 Pratt Hall, at x4067.

### **SIGN AND POSTER POLICY**

This is an overview only. It is your responsibility to become familiar with the entire policy found in the Policies and Procedures section of this publication before taking action.

There are rules and regulations governing the display/posting of signs, posters, notices, and banners on university property, so please refer to the Flow Chart and Policy in the Policies and Procedures section of this publication, or contact the Office of the Assistant to the Vice President for Student Affairs, 215-A Sutton Hall, at x4040, or take your banner to the Maintenance Department, Robertshaw.

### **SIX O'CLOCK SERIES**

This is a series of programs occurring on Monday nights throughout the semester designed to address a diverse spectrum of interests. For more information, contact the Student Development Programs, 119 Clark Hall, at x4451, or keep an eye out on campus for Six O'Clock Series' posters.

## **SOLICITATION POLICY**

Please refer to the Flow Chart and policy in the Policies and Procedures section of this publication or contact the Office of the Assistant to the Vice President for Student Affairs, 215-A Sutton Hall, at x4040 for a copy of the Policy and a Solicitation Request Form.

## **SPORTS INFORMATION**

Please refer to the University Services section of this publication for a listing of the services provided by this office or contact Sports Information, 102 Memorial Field House, at x2747.

## **STAR SYSTEM**

This is the Student Terminal Access of Records and is the access method you must use to enter the TERMREG (scheduling) system. For more information, refer to the registration booklet (schedule of classes), or contact the Office of the Registrar, G-8 Sutton Hall, at x2217.

## **STUDENT ACTIVITIES AND ORGANIZATIONS**

Please refer to the University Services section of this publication for a listing of the services provided by this office, or contact the Office of Student Activities and Organizations, 102 Pratt Hall, at x2315.

## **STUDENT AFFAIRS**

Please refer to the University Services section of this publication for a listing of the services provided by this office, or contact the Student Affairs office, 212 Sutton Hall, at x2220.

## **STUDENT CONGRESS**

This is the representative student body at IUP. IUP policies, student participation in university governance, and student advocacy are the primary concerns of this organization. Get involved and make a change. For more information, contact Student Congress, 219 Hadley Union Building, at 349-1377.

## **STUDENT COOPERATIVE ASSOCIATION**

Please refer to the University Services section of this publication for a listing of the services provided by this office, refer to the Policies and Procedures section of this publication for the policies and regulations governing the Student Cooperative Association, or contact the Student Cooperative Association, Hadley Union Building, at x2590/463-8541.

## **STUDENT DEVELOPMENT PROGRAMS**

Please refer to the University Services section of this publication for a listing of the services provided by this office or contact Student Development Programs, 119 Clark Hall, at x4451.

## **STUDENT INJURY REPORT**

This report needs to be filed if at any time you are injured on university property. You may pick up a form at University Public Safety, 116 Sutton Hall, at x3201.

## **STUDENT LEGAL SERVICES**

Please refer to the University Services section of this publication for a listing of the services provided by this office, or contact Student Legal Services, 226 Hadley Union Building, at 349-1202.

## **STUDENT RECORDS POLICY**

This is an overview only. It is your responsibility to become familiar with the entire policy found in the Policies and Procedures section of this publication before taking action.

- what records are kept
- who is permitted to see them
- what information can be released to others

## **STUDY ABROAD PROGRAM**

If you are interested in doing some coursework in another country, contact the International Services Office, 338 Sutton Hall, at x2295.

## **SUFFICIENT PROGRESS**

This is an overview only. It is your responsibility to become familiar with the entire policy found in the IUP *Undergraduate Catalog* before taking action.

Sufficient Progress is listed on your academic record. To maintain eligibility for Financial Aid you must have successfully completed 75 percent of the cumulative number of registered credits. For more information, contact your academic department/adviser.

## **SUPPORT GROUPS**

You may obtain information on various support groups by contacting the Counseling and Student Development Center, 119 Clark Hall, at x2621.

## **TELECOMMUNICATIONS DEVICE (TD)**

This service is available in the Advising and Testing Center, 106 Pratt Hall, at x4067, Monday through Friday, 8:00 a.m.-4:30 p.m. (VITD); and the Office of Human Resources, G-1 Sutton Hall, at x2481, 24 Hours/Day (TD).

## **TELEPHONE DIRECTORY**

Directories are available in mid-November at the Office of Housing and Residence Life, G-14 Sutton Hall, at x2696.

## **TELEPHONE**

Keep in mind when dialing:

- on campus to on campus, you need only dial the last four digits of the number
- on campus to off campus locally, you need to dial a 9 + the seven-digit number
- on campus to off campus long distance, you need to dial a 66 + the area code and the seven-digit number, then wait for the prompt to enter your personal security code
- off campus to on campus, you must dial the entire seven-digit number.

"I remember when certain restaurants in town were off limits to students."

Mrs. Ann G. Kamerer, Class of 1935

## T Directory Assistance/Information Calls

- If the number you are requesting is in your area code, dial 555-1212.
- If the number you are requesting is outside your area code, dial 1 + the area code + 555-1212.
- If you do not know the area code, consult your local telephone book.
- If the number you are requesting is an "800" number, dial 1 + 800 + 555-1212.

## THEATRE-BY-THE-GROVE

Looking for something to do? Attend a performance by IUP faculty and students in Waller Hall. Performances are put on throughout the year, and themes include modern and classic plays, comedies and dramas, as well as musical plays, so you are sure to find something you like. For more information, contact Ticket Information, 104 Waller Hall, at x2547.

## TOTAL UNIVERSITY WITHDRAWAL POLICY

This is an overview only. It is your responsibility to become familiar with the entire policy found in the IUP *Undergraduate Catalog* before taking action.

If you do not register for a semester or do not show up for classes at the beginning of the semester, you are considered withdrawn from the university and you must apply for readmission through your dean. If you withdraw during the semester or summer session, you must process a Withdrawal Form from the Advising and Testing Center, 106 Pratt Hall, at x4067. You will receive grades of "Q" for the semester. For more information, contact your academic department/adviser.

## TRANSCRIPTS

You may obtain an official academic transcript by filling out a Transcript Request Form at the Office of the Registrar, G-8 Sutton Hall, at x2217. The fee for each transcript is at minimum, \$3.00 and at minimum, \$6.00 for each rush service. You may also mail in your request or fax the necessary information, including your full legal name, dates you attended IUP, Social Security Number,

your address and daytime phone number, the number of copies needed, the address(es) where the copies will be sent, and your signature to the Office of the Registrar, G-8 Sutton Hall, or fax them at 412-357-4858.

## TRANSFER COURSEWORK (Pre-approval)

You may take courses at another institution, but to insure that your credits (not grades) will transfer to IUP, you must complete an Application for Coursework Outside of IUP PRIOR to enrolling for the course. You may pick up this application at the Academic Information Systems Office, 347 Sutton Hall, at x3051. For more information, contact your academic department/adviser.

## TRANSFER OF CREDITS

If you are planning to enroll in another institution, you should make arrangements with the transcript division of the Registrar's Office, G-8 Sutton Hall, at x2217 to have your records forwarded.

## TUTORING SERVICES

If you need help with a certain course, please contact the Tutorial Center, 306 Pratt Hall, at x2159. This service is free to all valid I-Card holders. Keep an eye out for signs around campus.

## TYPING

Check ads in *The Penn* or on bulletin boards around campus for names of experienced typists. Some instructors require typewritten papers, so if you can't type or don't have time, contact a typist well in advance.

## UNDERGRADUATE COURSE ATTENDANCE POLICY

This is an overview only. It is your responsibility to become familiar with the entire policy found in the IUP *Undergraduate Catalog* before taking action.

These specifications will be left up to the individual faculty member. However, the university expects all students to attend class.

## **UNIVERSITY HEALTH SERVICES/ PECHAN HEALTH CENTER**

Please refer to the University Services section of this publication for a listing of the services provided by this office, or contact the Pechan Health Center, at x2550.

## **UNIVERSITY MUSEUM**

The University Museum is located in the north wing of Sutton Hall. It has monthly exhibits that focus on a variety of interests for persons of all ages. Free admission; tours available by calling in advance. Hours are Monday through Friday, 11:00 a.m. to 4:00 p.m.; Thursday evening, 7:00 p.m. to 10:00 p.m.; Saturday and Sunday, 1:00 p.m. to 4:00 p.m. For more information call x7930.

## **UNIVERSITY POLICY ON SEMESTER COURSE SYLLABI**

This is an overview only. It is your responsibility to become familiar with the entire policy found in the IUP *Undergraduate Catalog* before taking action.

The syllabus is your lifeline to any course that you take. It contains information about the professor (office hours and location), outline of course material, required readings, exam times and content, grading for the course, procedures for makeup work, etc.

## **UNIVERSITY SAFETY OFFICE (Campus Police)**

Please refer to the University Services section of this publication for a listing of the services provided by this office or contact Campus Police, 1st floor, Sutton Hall, at x2141.

## **UNIVERSITY SENATE**

The purpose of this organization is to review old policies and recommend new policies/regulations affecting the welfare and operations of the entire academic community.

## **UNIVERSITY SERVICES**

Put your tuition dollars to use by familiarizing yourself with some of the services provided to you by the university.

Refer to the University Services section of this publication.

## **UNIVERSITY TESTING SERVICE**

Please refer to the University Services section of this publication for a listing of the services provided by this office, or contact the University Testing Service, 302 Pratt Hall, at x2235.

## **VENDING**

Vending machines are usually located on the ground or first floors of most campus buildings. The machines either take cash or your I-Card. For more information, refer to the Question and Answer section of this publication or contact the Center for Business Services and Card Information, 135 University Towers, x3028.

## **VETERANS AFFAIRS**

Please refer to the University Services section of this publication for a listing of the services provided by this office, or contact the Veterans Affairs Office, 302-N Pratt Hall, at x3009.

## **VOTING**

We urge you to register to vote and take an active role in the selection of our leaders, both university and government. For more information or a voter registration form, contact Student Congress, 219 Hadley Union Building, at 349-1377.

## **WRITING CENTER**

Please refer to the University Services section of this publication for a listing of the services provided by this office or contact the Writing Center, 217 Eicher Hall, at x3029.

## **WORKSTUDY PROGRAMS**

Please refer to the Question and Answer Section of this publication or contact the Financial Aid Office, 308 Pratt Hall, at x2218.

## **ZIP CODE**

The zip code on campus is 15705 and off campus is 15701.

*Balconies of John Sutton  
Hall Annex, Early 1900s*



# **University Services**

## **ADVISING AND TESTING CENTER**

106 Pratt Hall

x4067

Hours: Monday through Friday, 8:00 a.m.-12:00 p.m. and 1:00 p.m. -4:30 p.m.

- Advice about STAYING at IUP
- Advice regarding withdrawing
- Branch campus transfer advising and registration
- "Career Exploration" class
- Channels requests for necessary equipment or accommodations for disabilities
- Classroom equipment loan for persons with disabilities
- Disability support services for ALL disabilities
  - Learning
  - Physical
  - Temporary (depending on duration and type)
- Employment trends information
- General advising about changing majors
- Give inventories (not a "test" but a self-assessment) to determine career paths
- Help with "where should I go if I have no direction about what career or major I want?"
- Individual placement testing in math for students who never

participated in the summer orientation

- Information about: "What can I expect my average income to be?"
- Information about which colleges or universities have which majors
- Kurzweil reading machine
- Listing of freshman academic advisers
- Processing of total university withdrawals (undergraduate)
- Referrals for assessment of learning disabilities
- Self-paced career exploration
- SIGI Plus
- Summer orientation placement testing, advising, and course ranking for entering freshmen
- Training workshops for students, faculty, staff on disability services and the Americans with Disabilities Act
- "What can I do with a Major in... ?"
- Workshops on choosing a major

## **ALUMNI AFFAIRS**

Breezedale

x7942

- Alumni ring
- Alumni Spotlight Articles in *The Penn*
- Career Networking Database (this will be ready in Spring, 1996)
- Graduation packets (sent with diplomas)

- Graduation video sales (sent with diplomas)
- IUP Ambassadors (Student Organization)
- IUP Credit Card
- Senior Send-off

"I remember when we were awakened at 6 a.m. in John Sutton Hall by a custodian ringing his cow bell. He 'paddled' through every hallway, every floor."  
Mrs. Emma L. Hay, Class of 1937

## ATHLETICS

107 Memorial Field House

x2751

### Athletic Facilities

- **Building Open:** Monday through Sunday, 7:00 a.m. - 10:30 p.m.
- **Equipment Issue:** Monday through Friday, 8:00 a.m. - 9:00 p.m.
- **MFH Cage:** Weekend hours vary
- **Training Room:** Monday through Friday, 11:00 a.m. - 7:00 p.m.

### The Pool

- Hours posted outside the pool two weeks after the beginning of each semester; x2774 for information

**Supply Room:** Memorial Field House, Zink Hall

- Lockers available with valid I-Card
- \$10.00 Fee for small locker, lock, and towel
- \$6.00 Fee small white locker
- Students are allowed to put their own lock on a locker when participating in building
- Personal locks left on overnight will be cut off

### Tennis Courts

- First-come, first-serve basis
- One-hour time limit
- Unlimited time if no one is waiting

### Training Room Facilities

Sports Medicine Rehabilitation for therapeutic evaluations and rehabilitation services

- Monday through Friday, 11:00 a.m. - 7:00 p.m.

Training Room for men's and women's intercollegiate sports

- Monday through Friday, 11:00 a.m. - 7:00 p.m.

### Zink Hall

- **Building Open:** Monday through Saturday, 8:00 a.m. - 10:30 p.m.
- **Dance Studio:** Only open to students currently enrolled in Dance Class
- **Equipment Issue:** Monday through Friday, 8:00 a.m. - 8:00 p.m.

## ATHLETICS: INTRAMURALS OFFICE

101 Memorial Field House

x2757

Hours: Monday through Friday, 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:30 p.m.

Telephone-recorded message of all intramural activities/cancellations after 4:30 p.m. and weekends, at X2725

- Arrange, coordinate, and officiate all intramural sports on IUP campus
- Game management
- Provide facility for late-night basketball
- Provide weight room facilities
- Scheduling of open gym

- Supply sporting equipment for intramurals and open gym participants

*To obtain more detailed information about the rules and regulations governing the intramural program, pick up the Recreational Services Handbook.*

## ATHLETICS: SPORTS INFORMATION OFFICE

102 Memorial Field House

x2747

- Directions to sporting events
- Schedules of all the intercollegiate sports (date, time, location)
- Team scores

## BLACK CULTURAL CENTER

Lewis House

x2455

- Focuses primarily on African American culture and heritage
- Major offerings to all students
  - Cultural and educational programs
  - Library of African American culture and resources
  - Minority leadership development

- Programming and services
- Provides meeting facilities for up to thirty-five people with a TV and VCR
- Publishes a biannual calendar of events (*RAAMA*) and newsletter (*BCC Express*)

## CAMPUS POLICE (UNIVERSITY PUBLIC SECURITY)

1st Floor Sutton Hall

x2141

- Answers ambulance calls – transport to Indiana Emergency Room
- Assist early-arrival international students with housing
- Bicycle registration–anti-theft, permanent identification
- Building entries–professional and student
- Contacts AAA for vehicle-related problems

- Educational programming
  - Alcohol awareness laws and responsibilities
  - Drug awareness laws and responsibilities
  - Personal safety
- Operation I.D.
- RAD (Rape Aggressive Defense Systems)
- Vehicle entry when keys are locked in the vehicle
- Twenty-four-hour Escort Service



"I remember when we had to be in our respective rooms by 7:30 p.m. The dean went through to make sure."

Mrs. Ella B. Gilchrist, Class of 1940

## CAMPUS RECREATION SERVICES

Hadley Union Building

x2307/349-7903

### Fitness and Recreation Center (HUB)

- Billiards
- Cardiovascular exercise equipment
- Free nutritional counseling
- Free personal trainers
- Nautilus equipment
- Racquetball lessons (fee)
- Studio-style aerobics room for various types of aerobic classes, including step aerobics (fee)
- Three racquetball courts and equipment

### Recreational Park

- Archery range
- Campsite
- Cross country ski trails
- Fishing pond
- Free ski lessons
- Meeting areas for all recognized campus groups free of charge

- Modern ski hut
- Picnic pavilion
- Ski equipment
- Toboggan slopes
- Two softball fields
- Two ski slopes
- Two-mile par course with eighteen exercise stations
- Ten miles of hiking trails

### Sailing Base (ten miles from campus on Rte. 422)

- Canoes
- Catamarans
- Free instruction in use of water equipment
- Sailboats
- Sand volleyball court
- Serene picnic area
- Windsurfing

## CAREER SERVICES

302 Pratt Hall

x2235

Hours: Monday, Wednesday, Thursday, Friday, 8:00 a.m. - 4:30 p.m.  
Tuesday, 8:00 a.m. - 8:00 p.m.

- Appointments
- CareerLink System
- Career planning resources and counseling
- Employer directories
- Graduate school information
- Interviewing skills
- Job fairs for summer and permanent positions

- Job-hunting Information
- Mock interviews
- On-campus interviews
- Presentations to campus organizations on career-related topics
- Resume/cover letter writing
- Services for alumni

## CENTER FOR BUSINESS SERVICES AND CARD ADMINISTRATION (I-CARD)

135 University Towers

x3028

- Assistance in signing up for I-Card AT&T long-distance feature
- Assistance in signing up for MAC accounts through the I-Card

- Assistance in Student Payroll direct deposit to MAC I-Card Account
- Deposit on Value Stripe by cash or check

*Services from this office continued on next page.*

The Source: Student Handbook

- Information regarding I-Card features and services:
  - Banking debit account
  - Card problems
  - Dining services using card
- Library use of card
- Residence hall access
- Value Stripe use
- Questions regarding vending services on campus

## CENTER FOR RESEARCH IN WRITTEN COMMUNICATION AND TRANSLATION

480 Sutton Hall x3024

Hours: Monday, Thursday, 2:30 p.m.-4:30 p.m.

- Translation of documents (identification documents) (fee)  
(transcripts, course descriptions,

## CO-OP BOOKSTORE

Hadley Union Building x2334/349-1194

Hours: Monday through Friday, 8:00 a.m. - 5:00 p.m.

Saturday, 11:00 a.m. - 4:00 p.m.

- \$365,000 annual contribution to student activities
- Advertises nationally through university magazine - plus 800 number
- Backpack check at school opening and finals week
- Book buy-back program
- Distribution of scheduling materials
- Educationally priced hardware and software (Computers and More)
- Fax service
- IUP-imprinted clothing
- Newspaper subscriptions for classes
- Orders textbooks for required classes
- Reduced-rate magazine subscriptions
- Sells stamps
- Special order book service
- Twenty-four-hour guaranteed film developing service

## COUNSELING AND STUDENT DEVELOPMENT CENTER

119 Clark Hall x2621

Hours: Monday through Friday, 8:00 a.m. - 4:30 p.m.

Emergency Hours: Monday through Friday until 11:00 p.m.,

Saturday and Sunday until 5:00 p.m.

- Confidential counseling and information
- Individual and group
- Consultations to faculty, staff, and administration regarding student concerns and adjustments

## COUNSELING AND STUDENT DEVELOPMENT CENTER: STUDENT DEVELOPMENT PROGRAMS

119 Clark Hall x4451

- Activities Fair
- Campuswide leadership training
- Liaison with Interfaith Council
- Orientation for new students

- Orientation for parents of new students
- Project Pulse telephone surveys
- Six O'Clock Series
- Student opinion surveys

"I remember when we danced in the corners of Leonard Hall so the dean of Women couldn't see us jitterbugging."

Mrs. Jane Krenitsky, Class of 1941

## CRITICAL LANGUAGE PROGRAM

480 Sutton Hall

x3024

- Translation of documents to/from foreign languages (fee)

## FINANCIAL AID OFFICE

308 Pratt Hall

x2218

Hours: Monday through Friday, 8:00 a.m. -11:45 a.m. and 1:00 p.m. - 4:15 p.m.

- Financial aid forms
- Financial aid counseling/information
- Loans/grants/work study/scholarships
- University loans

## HOUSING AND RESIDENCE LIFE

G-14 Sutton Hall

x2696

- Card Access to residential buildings
- CATV service in residential buildings
- Conflict mediation for roommates
- Data connections in residence halls/apartments
- Dining contracts/meal plan changes
- Dining services/catering
- Educational programming
- Faculty meals program
- Gameroom equipment/Board Games
- Growth Galleries (computer areas in residence halls)
- Judicial/disciplinary problems—on-campus students
- Laundry service (washers and dryers)
- Mail delivery to residential buildings
- Maintenance concerns (residential buildings)
- Marquee announcements for IUP Cable Television system
- Off-campus housing listings
- Operation ID
- Poster approval in residential buildings
- RA/Student Manager selection
- Refrigerator rentals

- Residence hall and apartment changes
- Residence hall and apartment contracts
- Residence Hall Association/Hall Councils
- Resident Safety Assistant program
- Resident student concerns/emergencies
- Special facilities (weight room, dance studio)
- Specialty housing
  - American Popular Cultures Floor
  - Biology Floor
  - English Floor
  - Intensified Studies Floor
  - Nursing and Allied Health Professions Floor
  - SOAR Floors
  - Special Education and Clinical Services Floor
- Student-worker positions in residence hall offices, special facilities, gamerooms, etc.
- Telephone service [AT&T ACUS (long distance) and Bell Atlantic (local service)]
- Vacuum cleaners/sweepers for student use in residential buildings
- Wound/fever kits

A dimension which is particularly important is what you can do yourself. Many resources are available online from government agencies such as the U.S. State Department, the U.S. Embassy in Canada, and the Canadian Consulate in the United States. Many additional services are available through the International Services Office at SUNY New Paltz. These include the following:

• National Student Exchange

• Orientation program for new international students

• Possible financial assistance

through the partial tuition waiver

• Predeparture orientation program

for exchange and study-abroad

participants

• Preparation and processing of

immigration documents

• Reentry program for students

returning from exchange or

study abroad

• Trips to Washington D.C., New

York City, Niagara Falls, and local

areas of interest

## INTERNATIONAL SERVICES OFFICE

338 Sutton Hall

x2295

- Advising on immigration matters
- Coffee hours
- Counseling on cultural and personal matters
- Country information
- Embassy information
- Information programs on exchange and study abroad
- International student identification card for study-abroad participants
- International study-abroad programs
- Medical insurance information for international students and study-abroad participants

- National Student Exchange
- Orientation program for new international students
- Possible financial assistance through the partial tuition waiver
- Predeparture orientation program for exchange and study-abroad participants
- Preparation and processing of immigration documents
- Reentry program for students returning from exchange or study abroad
- Trips to Washington D.C., New York City, Niagara Falls, and local areas of interest

## LANGUAGE LAB

205 Eicher Hall

x5672

- Copying audio tapes in foreign language
- Electronic presentations of foreign language materials
- Listening and recording practice of foreign language audio tapes
- Macintosh computer drill practice of foreign language programs

- Viewing foreign language laser disks
- Viewing foreign language video tape
- Word processing in foreign language

## LEARNING CENTER/ACT 101

203 Pratt Hall

x2729

### Courses Offered:

- ED 160 Learning Strategies
- LC 070 Reading Skills for College Study
- LC 090 Instruction to College Math I

- LC 095 Instruction to College Math II

- Tutorial Center

"I remember when the football field was across from Clark Hall, then a women's dormitory."

Mrs. Mary H. Harkleroad, Class of 1942

## LIBRARY

Cogswell Music Library	x3024
Kittanning Campus/Armstrong County	
Punxsutawney Campus	814-938-4870
Stapleton/Stabley	
University School	x5697
Stapleton/Stabley Library Hours: Monday through Thursday, 7:45 a.m.-11:45 p.m.	
Friday 7:45 a.m.-6:00 p.m., Saturday 9:00 a.m.-5:00 p.m.,	
Sunday 1:00 p.m.-11:45 p.m.	

### Services

- Book loans for three weeks
- Carrels
  - Shared and individual locked
  - Application should be made within the first two weeks of each semester
  - \$20.00 refundable key deposit required
- Dialog online searching services
- Data Base
  - ABI/Inform
  - Cumulative Index to Nursing and Allied Health Literature (CINAHL)
  - Disclosure
  - Dissertation Abstracts
  - ERIC
  - General Science Index
  - Humanities Index
  - MLA
  - PsychLit
  - Social Sciences Index
- Interlibrary Loan x3037
- Journals
- Microform
- Newspapers
- Periodicals

### INFORMATION SERVICES

(REFERENCE) DESK	x3006
Hours: Sunday through Thursday, 8:00 a.m.-10:00 p.m.	

### MEDIA SERVICES

103 Stabley Library	x2460
Hours: Monday through Friday, 8:00 a.m. - 4:30 p.m.	

### Services related to classwork

- Audio and videotape duplication
- Laminations
- Transparencies

### Short-term loan

- Audio recorders
- AV Carts
- Flip charts
- Slide projectors
- Tripods
- 35mm cameras
- Overhead projectors

### Training

- Cameras
- Cassette Recorders

### SPECIAL COLLECTIONS/ARCHIVES

x3039
Hours: Monday through Friday, 9:00 a.m. - 4:30 p.m.

## MINORITY AFFAIRS

211 Sutton Hall	x6490
Hours: Monday through Friday, 8:00 a.m.-12:00 p.m. and 1:00 p.m. -4:30 p.m.	

- Academic, personal, and financial counseling
- Assess the needs and campus experience of minority students
- Faculty and peer mentor programs
- Programs and workshops on cross-cultural communications/ relations
- Programs to enhance the educational and cross-cultural experiences of all students
- Special orientation programs for new minority students

Information to be given to all students  
at orientation. Text in blue: Academic Affairs must wear a hat and receive. Note: you  
must have your ID card with you at all times. Academic Affairs must wear a hat and receive. Note: you  
must have your ID card with you at all times. Mrs. Karen M. Miller, Director, Office of Student Affairs

## PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

205 Sutton Hall

x2976/2219

- Academic standards
- Grade appeal process
- Grade appeals

- Implementation of academic policies
- Sexual harassment complaints against Academic Affairs

## REGISTRAR'S OFFICE

G-8 Sutton Hall

x2217

- Change in mailing or permanent address
- Diploma distribution

- Grade processing
- Transcript processing
- Verification of enrollment

## REGISTRAR'S OFFICE: SCHEDULING CENTER

G-4 Sutton Hall

x2652

- Adjust class schedules
- Process Audit forms
- Process D/F repeat forms
- Process Pass/Fail forms
- Process room reservation forms for academic facilities
- Registration information
- Reserve university facilities

- Reset security codes for STAR system
- Residency reclassification for in-state tuition
- Staff the helpline phones for scheduling
- Source for questions on individual course withdrawal

## STUDENT ACTIVITIES AND ORGANIZATIONS

102 Pratt Hall

x2315

- Campus/community relations and crisis management
- Issues of student government and activism

- Participation in campus events
- Sponsorship of campus activities and events

## STUDENT ACTIVITIES AND ORGANIZATIONS: MAJOR EVENTS

101 Pratt Hall

x2315

- Contract negotiation
- Employing sound technicians

- Employing student security
- Event planning and production

*Services from this office continued on next page.*

"I remember when male freshman students had to wear dinks and name cards to identify them as freshmen, but the females had no requirement at the beginning of the freshman year. I got up a signed petition and presented it to the dean of Women, resulting in the freshman girls' having to wear a maroon ribbon in their hair for a brief period. This eliminated males' flirting with upperclass girls."

Mr. Russell J. Santangelo, Class of 1943

## STUDENT ACTIVITIES AND ORGANIZATIONS: RECOGNIZED ORGANIZATIONS

104 Pratt Hall

x2598

- Black Cultural Center
- Fraternity house safety and management
- Leadership development and organization management workshops
- Membership in student organizations

- Organization discipline
- Recognition of new organizations and programs
- Student organization leadership and management

## STUDENT ACTIVITIES AND ORGANIZATIONS: STUDENT COMMUNITY SERVICES

103 Pratt Hall

x5657

- Volunteerism and participation in service projects

## STUDENT AFFAIRS

212 Sutton Hall

x2220

- Academic behavior
- Affirmative action faculty searches
- Judicial information
- Process transfer forms
- Safety and security brochure

- Sexual harassment
- Signs and posters
- Solicitation policy
- Student handbook
- Student record checks

## STUDENT COOPERATIVE ASSOCIATION

Hadley Union Building

x2590/463-8541

Front Desk Hours: Monday through Friday, 8:00 a.m. - 4:30 p.m.

- Banking services
- Bell Atlantic payments
- I-Card replacements
- Room and Lodge reservations
- Ticket sales
- Transportation information for campus organizations

### Facilities and Services Available

- Campus Recreation Services
- Commuter facilities
- Co-op Bookstore

- Facilities
  - Concerts
  - Dances
  - Symposiums
- HUB Rock Cafe
- Large-Screen TV
- Lounges for informal gatherings and study
- Several meeting and activity rooms
- Student offices

## TUTORIAL CENTER

306 Pratt Hall

x2159

- Audio/Visual learning resources
  - Group
  - Homework helpers
  - Individual (one-on-one)
  - Walk-in
- Reading and Study Skills Center**
- Reading efficiency

- Reading for courses
- Reading for leisure
- Study Skills applications

### Workshops

- Math
- Science
- Study Skills

## UNIVERSITY HEALTH SERVICE/PECHAN HEALTH CENTER

Corner of Maple and Pratt

### Fall/Spring Semester Hours:

Monday, Tuesday, Thursday, Friday, 8:00 a.m. - 10:30 p.m.

Wednesday 10:00 a.m. -10:30 p.m., Saturday 9:00 a.m. -4:30 p.m.,

Sunday 1:00 p.m. - 4:00 p.m.

### Summer Hours:

Monday through Friday, 8:00 a.m. -11:30 a.m. and 1:00 p.m. -4:00 p.m.

Closed weekends and evenings

### General Information x6475

- Ambulance Service
- Health Fee
- Health Insurance
- Medical Excuses
- SHAC (Student Health Advisory Committee)

### Health Education x4799

- Individual counseling and assessment on health-related issues
- Information and referral on health-related issues
- Outreach Education
- AIDS/HIV Information
- Alcohol Prevention Education
- Dating Violence
- Drug Prevention Education
- Eating Disorders Education
- STD (Sexually Transmitted Disease) Education
- Sexual Assault Prevention
- Stress Management
- Resource Library and Materials

### Patient Care Services

x2550

- Allergy Shots
- Appointments
- Flu Shots
- Immunization Requirements
- Laboratory Testing
- Medicine
- STD (Sexually Transmitted Disease) Testing
- TB (Tuberculosis) Testing
- Transportation to Local Medical Offices
- Women's Health
- Gynecological Exams
- Pap Smears
- Pregnancy Testing

Detailed information about the University Health Service is available in the following locations: Pechan Health Center, *The Penn*, and IUP's Gopher.

"I remember when you had to wear gloves and a hat and a dress when going to church."

Mrs. Eleanor Jacobs, Class of 1943

## STUDENT LEGAL SERVICES

226 Hadley Union Building

349-1202

### Advise in matters of:

- Civil cases
- Consumer protection
- Contract

- Landlord/tenant disputes
- Personal injury
- Property damage

## UNIVERSITY TESTING SERVICE

302 Pratt Hall

x2235

### Administration of Tests:

- ACT
- ACT Proficiency Examination Program
- CLEP (College Level Examination Program)
- GRE (Graduate Record Examination)
- GMAT (Graduate Management Admission Test)

- Graduate School Foreign Language Test
- LSAT (Law School Admission Test)
- Miller Analogies Test
- PRAXIS (National Teachers Examination)
- SAT
- TOEFL (Test of English as a Foreign Language)
- Other tests upon request

## VETERANS AFFAIRS

302-N Pratt Hall

x3009

- Admission Assistance
- Assists in finding off-campus housing
- Certification of veterans benefits
- Coordinates academic credit with transfer credit office
- Liaison with the federal Veterans Administration

- Provides financial aid information
- Refers to academic tutoring
- Refers to Disabled Student Services
- Serves as Indiana County resource for Veterans Affairs information

## WRITING CENTER

217 Eicher Hall

x3029

Hours: Monday, Tuesday, Wednesday, Thursday, 9:00 a.m. - 4:00 p.m. and 6:00 p.m. - 9:00 p.m.; Friday 9:00 a.m. - 3:00 p.m.

- One-on-one free tutoring
- Walk-in basis

- WordPerfect instruction
- Forty-five computers

# **Recognized Programs and Organizations**

Keep in mind that membership in any of these activities will look great on a resume and give you valuable experience.

## **COMMUNICATIONS AND PUBLICATIONS**

These organizations offer practical experience in the fields of journalism, creative writing, broadcasting, graphics, business, and production of several media.

- *New Growth Arts Revue*
- *The Oak*
- *The Penn*

## **DEPARTMENTAL ORGANIZATIONS**

There is an excellent mix of professional, special interest activities, personal contacts, and social events.

- American Society for Training and Development
- American Society of Safety Engineers
- Anthropology Club of IUP
- Art Association (IUP)
- Associated Student Designers
- Association of Malaysian Students
- Association for Philosophical Inquiry
- Association of Childhood Education International
- Association of the United States Army (AUSA)
- Biochemistry Club
- Biology Club of IUP
- Computer Science Club
- Council for Exceptional Children (IUP)
- Counselor Education Student Association
- Criminology Graduate Student Organization
- Economics Club
- English Club
- English Peer Mentor Program
- English Graduate Organization
- Eta Sigma Delta
- Fashion Group (IUP)
- Finance Association
- Free Zone Coffeehouse
- French Club
- Geoscience Club
- German Club
- Graduate Art Association
- History Club
- Home Economics Association (IUP)
- Human Resources/Labor Relations Organization
- Industrial Hygiene Student Association
- Medical Technology Club (The)
- Management Association
- National Association for the Education of Young Children
- National Student Speech, Language, and Hearing Association
- Physical Education Majors Club
- Physics Club
- Pre-Health Professions Club
- Pre-Law Association
- Society for Human Resource Management
- Spanish Club-Dimensiones Espanolas
- Student Accounting Association
- Student Affiliates of the American Chemical Society
- Student Marketing Association
- Student Music Organization of IUP
- Student Nurses Association (IUP)

"I remember when curfew was 9 p.m. except Saturday, when it was 10 p.m."

Mrs. Marjorie Kier, Class of 1943

## GOVERNANCE ORGANIZATIONS

These organizations play an important role in serving the needs of the general student and university population or of a specific group of students or organizations. Membership will ensure your inclusion in the student decision-making process.

- Black Greek Council of IUP
- Black Student League
- Graduate Student Assembly of IUP
- Interfraternity Council
- IUP Interfaith Council
- Panhellenic Council
- Residence Hall Association
- Student Congress

## HONORARY AND RECOGNITION SOCIETIES

These exist to encourage and recognize superior scholarship/or leadership achievement.

- Alpha Psi Omega
- Alpha Tau Delta
- Gamma Rho Tau (Honorary Business)
- Gamma Sigma Alpha
- Gamma Theta Upsilon (Honorary Geography)
- Kappa Delta Pi (Honorary Education)
- Kappa Mu Epsilon (Honorary Mathematics)
- Omicron Delta Epsilon (Honorary Economics)
- Order of Omega (Honorary Greek Scholarship)
- Phi Sigma Pi (National Honor Fraternity)
- Pi Delta Phi (Honorary French)
- Pi Gamma Mu (Honorary Social Science)
- Pi Omega Pi (Honorary Business Education)
- Psi Chi (Honorary Psychology)
- Rho Sigma Kappa
- Sigma Gamma Epsilon (Honorary Earth Sciences)
- Sigma Tau Delta (Honorary English)
- Sigma Theta Tau (Honorary Nursing)

## PROFESSIONAL FRATERNITIES

Coed organizations that promote professional competency and achievement within a specific academic field and sponsor programs of special value to alumni and members.

- Alpha Epsilon Rho (Broadcasting)
- Delta Omicron (International Music)
- Phi Beta Lambda (Business)
- Phi Beta Lambda - Punxsutawney
- Phi Epsilon Kappa (Health and Physical Education)
- Phi Gamma Nu (Business and Economics)
- Phi Mu Alpha-Sinfonia of America (Music)
- Phi Sigma Pi (National Professional Fraternity)
- Rho Tau Chi

## PROGRAMMING BOARDS

Participation enables you to gain experience in the selection and implementation of various types of entertainment, in addition to enhancing leadership and communication abilities.

- Black Emphasis Committee
- The Entertainment Network

Training in Wartime During the Second World War, many IUP students from World War I and II who served in military units left were usually placed  
Mrs. Elizabeth Gribble, June of 1945

## RECOGNIZED PROGRAMS

Typically annual or semiannual events supported by IUP, offering extensive experience in activity design and management, marketing, and program and personnel support activities.

- Artist Series
- Arts Council of Pennsylvania (Indiana)
- Black Cultural Center
- Business Day
- Cheerleaders (IUP)
- College of Fine Arts Public Events
- Committee for the Study of Culture and Religion
- Diversity Day
- Holiday Tree Lighting Ceremony
- Homecoming Parade
- Ideas and Issues Lecture Series (IUP)
- Intercollegiate Athletics
- Intramural Athletics (IUP)
- IUP Department of Theater Dance Company
- Kipp Gallery Programs
- Marching Band (The IUP)
- Miss IUP Scholarship Pageant

- Mr. IUP Pageant
- Music Activities
- National and International Student Exchange Programs
- Raymond L. Lee Public Affairs Forum
- Student Community Services
- Student Advisory Council
- Student Cooperative Association
- Student Leadership Planning Committee
- Summer Activities
- The Entertainment Network (TEN) (Programming Board)
- Theater-by-the-Grove
- University Concert Committee
- University Museum
- Visiting Theologian Series
- WIUP-FM, 90.1
- WIUP-TV

## RELIGIOUS ORGANIZATIONS

Membership offers opportunities to provide and receive spiritual guidance, personal support, and human service.

- Buddhism (The Foundation for)
- Campus Crusade for Christ
- IUP Alive
- Latter-Day Saint Student Association
- Lutheran Student Movement at IUP
- Maranatha Club (IUP)
- Muslim Student Association

- Navigators of IUP (The)
- Newman Club
- Oremus
- Orthodox Christian Fellowship
- Time Out
- United Campus Ministry
- Victory Christian Assembly Ministry

"I remember when three or four buses left to take the Indiana group to serve in the military. There were rousing patriotic songs by a band and many people in the crowd with mixed feelings." Mrs. Laird Kaufman, Class of 1946

## SOCIAL GREEK SOCIETIES

General Greek fraternities and sororities are self-perpetuating organizations attempting to fulfill the total cocurricular needs of their members in a self-directed, self-governing manner.

- Alpha Gamma Delta Sorority
- Alpha Sigma Alpha Sorority
- Alpha Sigma Tau Sorority
- Alpha Xi Delta Sorority
- Delta Gamma Sorority
- Delta Phi Epsilon Sorority
- Delta Sigma Theta Sorority, Inc.
- Delta Zeta Sorority
- Phi Mu Sorority
- Phi Sigma Sigma Sorority
- Sigma Gamma Rho Sorority
- Sigma Kappa Sorority
- Sigma Sigma Sigma Sorority
- Theta Phi Alpha Sorority
- Zeta Phi Beta Sorority
- Zeta Tau Alpha Sorority
- Acacia Fraternity

- Alpha Chi Rho Fraternity
- Alpha Phi Alpha Fraternity
- Alpha Tau Omega Fraternity
- Delta Sigma Phi Fraternity
- Delta Tau Delta Fraternity
- Kappa Delta Rho Fraternity
- Phi Beta Sigma Fraternity
- Phi Delta Theta Fraternity
- Phi Kappa Psi Fraternity
- Phi Kappa Theta Fraternity
- Phi Sigma Kappa Fraternity
- Pi Kappa Phi Fraternity
- Sigma Chi Fraternity
- Sigma Phi Epsilon Fraternity
- Sigma Nu Fraternity
- Tau Kappa Epsilon Fraternity
- Theta Chi Fraternity

## SPECIAL-INTEREST ORGANIZATIONS

These organizations schedule a wide variety of service, programming, and need-fulfillment activities. Each organization is unique in its goals, events, and membership requirements. There is generally "something for everyone" in this group of organizations.

- Adults on Campus
- Advocates for Disabled Students
- African Dance Ensemble
- Air and Waste Management Association
- American Association of University Women
- ANGLE
- Association of Malaysian Students
- BACCHUS
- Bangladesh Association of IUP
- BiGala
- Big Brothers/Big Sisters
- Chinese Student Association
- Chinese Student Association (of Taiwan)
- College Republican Club
- Color Slide Club (Indiana)
- Concert Dance Company
- ECO: Environmentally Conscious Organization
- Escoffier Club
- 4075th ROTC Nurse Club

- Graduate Association of Clinical Psychology Students
- International Students Club
- India Students Association
- IUP Ambassadors
- Korean Student Association
- Latino Student Association of IUP
- Life Right: IUP Students for Life
- MBA Association of IUP
- Pan-African Student Association
- Pershing Rifles
- Precision Sidearm Shooting Squad (Indiana)
- Retired Faculty Association
- ROTC Marksmanship Corps
- Sign Language Club (IUP)
- Student Dietetic Association
- Student Legal Services
- VITALINK (Volunteer Income Tax Assistance)
- Voices of Joy (IUP)
- Warrior Battalion Ranger Company
- Woman's Club of IUP

"I remember when we had to have a letter from home to go home with our mommies over the weekend."

Mr. E. Lillard, Class of 1947

## SPORTS AND RECREATIONAL CLUBS

These clubs offer the opportunity of athletic competition and nonvarsity club and intramural sport activities to both men and women. Regular practices, competitions, travel, and social outings are all generally included in the activity schedule of a club sport or intramural team.

- Athletic Training Club (IUP)
- Chess Club (IUP)
- Equestrian Team
- Fencing Club (IUP)
- Hockey Club (IUP)
- Men's Soccer Club
- Mountain Bicycle Club (IUP)
- Orienteering Club (IUP)
- Outing Club (IUP)
- Racquetball Club
- Rifle Club (IUP)
- Rugby Club (Men's)
- Ski Team (IUP)
- Tae Kwon Do Club (IUP)
- Volleyball Club
- Water Polo Club (IUP)

*High Technology in the Classroom, Early 1900s*



*A Favorite Spot in the  
Oak Grove, Early 1900s*



# ***Study and Safety Tips***

## **TEN TIPS TO BETTER GRADES**

1. Sit as close to the instructor as you can. There are fewer visual distractions, which makes it easier to concentrate; you are less likely to daydream, read a paper, or write letters if the professor can see you.
2. Instead of daydreaming or doodling, review your class notes.
3. Copy down everything written on the board. If an instructor is willing to take the time to put a point on the board, more than likely you will see it again.
4. Try to find a fixed place for studying only. Choose an area that is reasonably quiet and relatively free of distractions. Do not study on a couch or near a bed. If at all possible study at a desk. Also, do not take phone calls or messages during your allotted study time.
5. Before you begin an assignment, write down on a sheet of paper the time when you expect to be finished. This will make your study behavior more efficient and put a slight amount of pressure on you.
6. If your mind wanders, stand up and face away from your books. The physical act of standing up helps bring your thinking back to your work.
7. Never underline an entire sentence. Pick out a few words that summarize the author's main point.
8. When you take an examination, do the easy questions first.
9. On an essay test, write down something for every item. You may pick up a few points for imagination.
10. On objective tests if you change your mind, change your answer. Contrary to popular belief, on the average you are more likely to pick up more points than you will lose by changing answers.

## **FIRE SAFETY**

- Practice Good Housekeeping. Do not let flammable material accumulate and do not block exits from your apartment, house, or room.
- Know the locations of all fire alarm pull stations and fire safety equipment.
- Know the location of all exits throughout the building. Plan how you could escape from each room in the event of a fire.
- Ask your landlord to provide a smoke detector for each living unit or purchase one yourself. Do not remove or loosen batteries in the detector and remember to replace batteries every six months.
- Careless smoking is a major cause of fire. Use proper ashtrays. Be careful not to drop hot ashes on upholstered furniture. Never leave a burning cigarette, cigar, or pipe unattended; never put ashes in trash cans until they are dead cold.
- Do not use octopus-type plugs which could overload circuits and cause shorts which could create a fire.
- Do not leave candles, incense, potpourri, or other items with a flame unattended.
- If you observe any condition which you believe is potentially dangerous or hazardous, report it immediately to your landlord or to local authorities.

"I remember when we were assigned tables in the dining room with a host and hostess and dinner was served family style. The girls had to wear hose and heels to dinner, and the gents had to wear shirt and tie with jacket."

Mrs. Ruth Grahn Varner McNaughton, Class of 1948

## PERSONAL SAFETY

We are proud of the safety record maintained by the IUP community; however, we must not overlook the need for ongoing safety precautions. Take precautions and safeguard yourself against crime by implementing the following tips in your daily activities.

- Be aware of the locations of the emergency blue light phones on campus; use them for help and to report emergencies.
- Report suspicious persons, activity, and crime to police as soon as possible.
- Contact IUP Police if you must work late at night in labs or academic buildings; try to work with a partner, or someone you know.
- Never attach your name and address to key rings.
- Don't write PIN number for MAC card in your purse or wallet; commit it to memory.

## HOME/APARTMENT SAFETY

- Always lock your door and use deadbolts when you have them. Make sure your door is locked when sleeping; don't leave it unlocked for roommates—they should take their key.
- Always lock the windows located on the ground floor and those above porch roofs before going to sleep or leaving your residence.
- Don't open your door until you know who is knocking—use your peephole. Ask for ID of all repairpersons and salespersons.
- If you live alone, invent a roommate's name to place on your mailbox.
- Don't prop doors open, and always remove props that you find being used.
- If you return to your residence and you think it has been illegally entered, do not enter. Call police immediately.
- Don't leave messages for others on your door, advertising that you're not home.
- Keep shades and curtains drawn after dark.
- Leave a light on at night.
- Always leave the entrance light on after dark.
- Be suspicious of people trying doorknobs or pushing on room doors; report to police.
- Have your house key ready when returning home.

## VALUABLE PROTECTION

- Take money, jewelry, portable items with you over long semester breaks (Christmas and Spring).
- Never let friends or family members send you money through the mail.
- Use Operation ID engravers from IUP Police to engrave valuables.
- Don't leave belongings (laundry, books, keys) unattended in the library, study lounges, the HUB.
- Buy a good-quality bike lock, not a cable or chain, and use it to secure bike to a fixed object—bike rack.
- Register your bike with the police department.
- Don't leave clothing unattended in washers or dryers.
- When using athletic facilities, always lock personal items in a locker.

## **WALKING SAFELY**

- Don't walk alone. Use the IUP Police Escort Services by calling x2141.
- When walking, do so briskly and confidently, head up and looking around.
- Always be aware of your surroundings.
- In deserted areas, walk in the middle of the street.
- Carry a whistle.
- Don't stand too close to someone when giving directions.
- If harassed or followed on foot, turn, run, and scream. Don't yell "Help." Yell "Fire." That brings assistance more quickly.
- Carry change for a telephone call in case of an emergency.
- Don't resist a purse thief.
- NEVER hitchhike!
- Be alert to possible attack; plan an escape route.
- Stay in well-lighted and well-traveled areas at night. Stay away from bushes, dark entryways, or other potential hiding places.
- Contact IUP Police about areas that need better lighting and shrubbery that could conceal an attacker.
- Don't overburden yourself with packages, books, bookbags. Keep hands free.
- Have card key in hand before you approach your building.
- Whenever possible, travel in groups of two or more at night.
- Always carry identification with you.
- If there are no sidewalks, always walk against traffic.
- Wear light-colored or reflective clothing when walking at night.

## **VEHICLE SAFETY**

- Have your car key in hand before you get to your vehicle.
- Lock your car at all times.
- Always look under your car before you get in.
- If you are followed while driving, go to a service station, or better yet, to a police station.
- Never stop to help a disabled car. Instead, drive to a service station or to the nearest phone to report the incident.
- Keep your car in gear at traffic lights and intersections.
- Park in well-lit areas. Look around before leaving or returning to your vehicle.
- If you breakdown on the highway, tie a white cloth to the road-side car door. Roll up your windows, lock all doors, and stay in the car until official help arrives. If someone else stops to help you, do not get out, and do not roll down your window more than a crack. Instead, ask the person to telephone for help.
- Keep packages and valuables out of sight in vehicles; secure in trunk.
- Report the license number of a suspicious vehicle to the police.

"I remember when we girls had to be in our rooms by eleven o'clock at night."

Mrs. Elaine Johnston, Class of 1949

## BICYCLE SAFETY

- Keep to the right of the roadway and ride in single file.
- Obey ALL traffic lights; it is the law.
- Use hand signals.
- Use caution when traveling through congested intersections, parking areas, driveways, and high traffic areas.
- Drive cautiously around pedestrians; do not try to predict their movements.
- Use reflectors and lights on bikes whenever possible. Also, wear light-colored or reflective clothing.
- Give pedestrians and motor vehicles the right away.
- Vehicle doors can open unexpectedly, so pass parked vehicles with caution.
- Watch out for potholes, rocks, broken glass, and gravel.

## DATING SAFETY

- Be cautious about accepting a blind date and plan the date with a group of persons.
- Plan to meet your dates in public places.
- Avoid traveling in vehicles with persons you don't know well.
- Don't let unfamiliar persons walk you home.
- Let someone know when you are leaving, where you are going, and what time you expect to be home and CALL if your plans are changed.
- Be responsible if you choose to use alcohol. An intoxicated person is an easy target.

## TELEPHONE SAFETY

- Don't give your name over the phone to anyone you don't know; never divulge that you are alone or that you live alone.
- Don't give your credit card number over the phone.
- Don't use your name on telephone answering machines; use your phone number only. Females might have a male record the message for them.
- List yourself in the telephone book with initials only instead of first name.
- If you receive harassing or obscene phone calls, hang up. If they continue, keep a log of all calls and report them to police.

"Friends will tell you to tell the police about it, but if you don't write it down, and we had to clean up and run when leaving campus."

Miss Dee Verrill, Class of 1949

## FIVE THINGS TO DO IF YOU ARE ASSAULTED

1. Immediately get to a safe place.
2. Call the police as soon as possible to report the assault. Delayed reporting can make it harder on you and more difficult to find and convict the attacker. Try to remember as many facts about the attacker as possible - clothing, height, weight, age, skin color, etc. Try to describe the car, license number, or any other pertinent facts. In fact, if you can, write them down.
3. Don't clean up! This means either yourself or the area in which the crime took place. As hard as it may be not to do this, you will destroy important evidence if you do. This means don't shower, bathe, douche, change, or destroy clothes. This means don't pick up furniture or sweep up cigarette butts or glass from a broken window. Don't do anything except call for help.
4. If you are sexually assaulted, go to the hospital. You need medical treatment for possible venereal disease, pregnancy, and injuries. Also, the hospital knows the proper procedures to use in gathering evidence of the assault that can aid in criminal prosecution. Remember, delaying medical treatment can be harmful to your health. It can also destroy evidence that is needed to convict an attacker. Be sure to use preventive and follow-up care recommended by medical personnel.
5. Contact a support group for assault victims.

*Nothing to Block the View  
Between Fisher Auditorium  
and Clark Hall*



*In the Oak Grove, 1967*



# **Questions and Answers**

## **Most commonly asked questions and answers regarding...**

- **Bills**
- **Classes**
- **Continuing Education**
- **Degrees**
- **Employment**
- **Fees**

- **Financial Aid**
- **I-Card**
- **Loans**
- **Money**
- **Tuition**

**...plus other important stuff.**

### **How do I register for a class that is "Restricted/Closed"?**

You will need to contact the academic department offering the course for a restriction override permit or a closed section permit.

### **I may not be able to complete my bachelor's degree. Is there another option for me?**

Depending on your personal and educational goals, you may want to explore the Associate of Arts Degree in General Studies (a minimum of sixty-two credits). This degree is designed for the individual who seeks to acquire a broad base of knowledge in the liberal arts. The program consists of the core of Liberal Studies requirements (fifty to fifty-three credits) plus nine to twelve credits of electives. For more information, contact the Continuing Education Office, Whitmyre Hall, at x2227.

### **Is there a way to individualize a bachelor's degree to match my personal and career interests?**

The Bachelor's Degree in General Studies (a minimum of 124 credits) is designed for the student who wishes to develop an individualized plan of study which does not approach any existing IUP major. For more information, refer to the IUP *Undergraduate Catalog*, or contact the Continuing Education Office, Whitmyre Hall at x2227.

### **I can only take courses in the evening. What evening degrees are available?**

Obtainable on a part-time basis, the

following degrees are available in the evening, over an extended number of semesters: Associate of Arts degree in General Studies; bachelor's degrees in General Studies, General Business Management, and Criminology. For more information, refer to the IUP *Undergraduate Catalog*, or contact the appropriate department.

**If I already have a bachelor's degree, where do I apply in order to register for IUP undergraduate courses?** Students with a completed bachelor's degree must apply to the Division of Credit Programs, School of Continuing Education, to register for undergraduate courses for an additional bachelor's degree, teacher certification, or personal enrichment (special status). Please contact the office for more detailed information.

Post-baccalaureate students may attend IUP as full-time (twelve or more credits) or part-time student. Some financial aid is available to second degree and teacher certification students.

**How do I apply for the Pennsylvania residency tuition fees?** You need to pick up an application and a set of guidelines from the Scheduling Center, G-4 Sutton Hall, at x2652 and then return the application and any supporting evidence you have to the Scheduling Center. You will be notified of the decision via mail.

"I remember when in the inky black vestibule of the auditorium, Anna Vink grabbed me suddenly and gave me my first passionate college kiss."

Mr Leo F. Vogel, Class of 1950

### **What should I do if I am not receiving my bills/grades?**

Check with the Registrar's Office, G-8 Sutton Hall, at x2217 to see if the correct MAILING address is listed for you. Your grades and bills are sent to your MAILING address. Your permanent address is a "home base" type of address (most frequently your parents' address) to accommodate those of you that move frequently. In most instances your mailing and permanent address will be the same. To change your address, contact the Office of the Registrar, G8 Sutton Hall, at x2217 for more information. Note: Address changes cannot be made over the phone.

### **What do I do if I am getting notices to pay my student loans and I am still enrolled?**

Go to Registrar's Office, G-8 Sutton Hall, at x2217 and request to have an enrollment verification sent to your lending agency. If you have received a deferment form from your lending agency, fill it out, sign it, and bring it to the Registrar's Office. If you have not received a deferment form, go to the Registrar's Office and pick up a Certification Request Form. The Registrar's Office will notify your lending agency. Enrollment verification can also be processed and sent for insurance or employment purposes.

### **Do I have to return my bill even if I don't owe anything?**

Yes, if the balance due is \$0.00, you must still return your bill. This indicates your intent to return to school and prevents the cancellation of your schedule.

### **Do I receive any deduction in my charges if I was full-time and dropped one class?**

No reduction of charges will be made to full-time students who withdraw from individual courses after university check-in. Please refer to the IUP refund policy printed in this publication.

### **What do I do if my loan is not approved and my bill is due?**

You may pay all of your bill in full or you may enroll in the installment plan and pay at least one-fourth of your total balance to prevent your schedule from being canceled.

### **Do I have to pay all of the fees?**

The educational service and facilities fees are mandatory for all students. The health service fee may be waived by Accounts Receivable, 203 Administrative Annex, at x2207 if you commute more than sixty miles one way or if you are on an internship located more than thirty miles from campus. The Co-op authorizes all activity fee waivers under the same circumstances. The health service fee and the activity fee are both mandatory in all other situations.

### **What are the educational service and facilities fees used for?**

The educational service fee is used to support academic equipment and library resources. The facilities fee is to be used for deferred maintenance and repairs, expansion of recreational facilities, and advancements in technology.

### **How do I get a language waiver?**

IUP does not give language waivers.

### **What should I do if my family's income is reduced or we have unusual expenses?**

Go to the Financial Aid Office, 308 Pratt Hall, at x2218 and pick up a Special Consideration Form. A review of your current year's income or unusual expenses is conducted. If you become eligible for additional financial aid, your financial aid package will be adjusted accordingly.

### **How do I get a job on campus?**

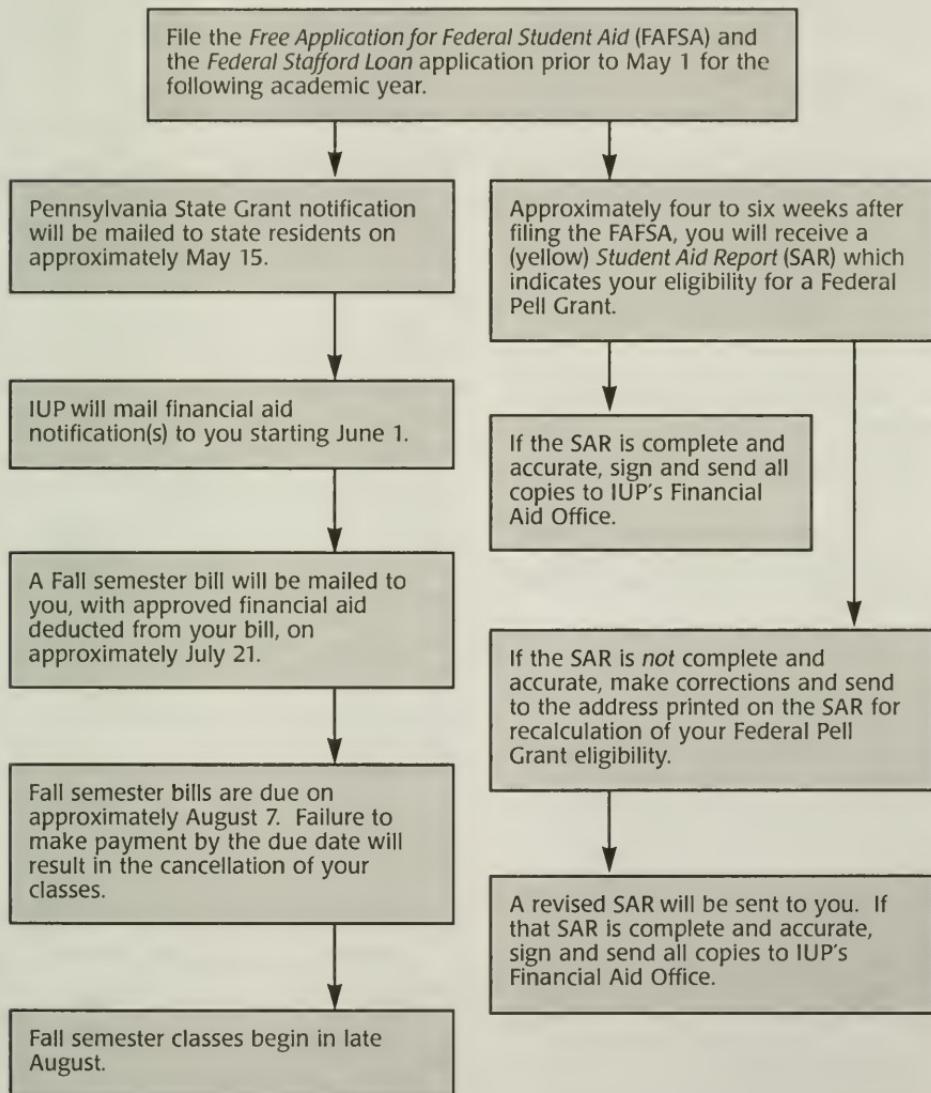
Both Federal Work-Study and University Employment job opportunities are posted on the glass-enclosed bulletin board outside the Financial Aid Office, 308 Pratt Hall, at x2218. You should also inquire directly with other campus offices or departments about available positions.

## **FINANCIAL AID**

### **What is the deadline for the Financial Aid Application?**

May 1 for the following year is the deadline for the Pennsylvania State Grant, the Federal Perkins Loan, and the Federal Supplemental Educational Opportunity Grant. Some other aid programs, such as the Federal Pell Grant, Federal Work-Study, and the Federal Stafford/PLUS loan Programs may be applied for throughout the academic year.

# IUP Financial Aid Flow Chart



"I remember when we signed out on work nights from the library so that we could meet a boyfriend at the Dell. We had to be in the dorm all evening or at the library."

Mrs. Annjean G. Schmidt, Class of 1951

### **Must I reapply for Financial Aid each year?**

Yes. A new application is required for each academic year. Applications are available January 1 from the Financial Aid Office and should be filed by May 1.

### **Is there financial aid available for summer school?**

Yes. The financial aid programs available in the summer generally include Federal Stafford/PLUS loans, Federal Work-Study, and the Pennsylvania State Grant. Each of the programs has a separate application process and enrollment requirements. Please contact the Financial Aid Office, 308 Pratt Hall, at x2218 for details regarding summer financial aid.

### **My financial aid is more than my bill. What happens to the rest of the money?**

If you are awarded more money than your bill, the difference will be refunded to you.

### **If I register as a full-time student and then withdraw from classes and become part-time, what happens to my financial aid?**

If the Accounts Receivable Office determines that your withdrawal does not reduce the charges on your bill, your financial aid will remain the same for the semester. However, withdrawing may affect your future financial aid eligibility. The standard of sufficient progress for federal financial aid eligibility is the successful completion of 75 percent of the cumulative number of registered credits at IUP. Also, the Pennsylvania State Grant program requires that a full-time student earn twenty-four credits in an academic year or a part-time student earn twelve credits in an academic year to be eligible for the Pennsylvania State Grant in the subsequent year. Make sure you check ahead before making any withdrawal decisions.

### **GENERAL INFORMATION**

Federal aid administered through the university is available for both the regular academic year and for summer sessions. The application deadline for upperclassmen for these federal aid programs is normally May 1 for the following academic year. For the summer session, contact the Financial Aid Office

directly. Pennsylvania Higher Education Assistance Agency (PHEAA) grants are also available for both the regular academic year and the summer session. Contact the Financial Aid Office to determine the application deadlines for the PHEAA grant program.

To be eligible for federal financial aid (Federal Pell Grant, Federal Work-Study, Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant, Federal Stafford Loan, and Federal PLUS Loan) you generally must be enrolled at least half-time (six credits for undergraduate students; 4.5 credits for graduate students) in a degree-seeking program. You must also maintain satisfactory academic progress and earn at least 75 percent of the credits for which you register.

### **INFORMATION ABOUT YOUR FINANCIAL AID AWARD**

The Federal Work-Study, Federal Perkins Loan, and the Federal Supplemental Educational Opportunity Grant are federal student aid programs awarded by IUP and based on the *Free Application for Federal Student Aid* (FAFSA). Your eligibility for these programs may change from one academic year to another based on your financial need, IUP's packaging policy, federal guidelines, and IUP's allocation from the federal government.

### **VERIFICATION**

Students selected for verification by the federal government must verify the accuracy of the information submitted on the FAFSA. The deadline for completion of verification is sixty days after your last day of enrollment for the academic year.

Financial aid awards may be adjusted as a result of the outcome of verification.

Verification must be completed before:

- Your federal financial aid can be applied to your account
- You begin to work under the Federal Work-Study Program
- You receive a refund (when aid exceeds bill)
- Your Federal Stafford Loan Application can be processed

## EMPLOYMENT

Provides an opportunity for you to earn money to help finance educational expenses.

### FEDERAL WORK-STUDY (FWS)

- You must complete a separate application available in the Financial Aid Office
- Awarded by IUP based on the FAFSA and IUP Fall/Spring FWS Application
- May work a maximum of twenty hours per week when enrolled
- May work a maximum of forty hours per week during periods of nonenrollment
- Award is not a guarantee of employment
- You are responsible for finding your own job. Some job opportunities are posted on the glass-enclosed bulletin board outside the Financial Aid Office. You should also inquire directly with other campus offices and departments about available positions.
- Awards are not deducted from university bills
- Payday is every two weeks

## COMMUNITY SERVICE

- Positions available in the Indiana community at human service agencies
- Must be eligible for Federal Work-Study
- May work a maximum of twenty hours per week, fourteen weeks per semester
- Contact Student Community Services, 103 Pratt Hall, at x5657 for more information

## UNIVERSITY EMPLOYMENT (UE)

- No financial aid application required
- Apply for job directly with campus employers
- All other rules the same as FWS

## LOANS

Loans are a form of aid from which you receive assistance while attending the university. These programs obligate you to repay the loan funds after graduation or when your education is terminated or after ceasing half-time enrollment. Interest rates normally range from 5 to 12 percent, depending on the loan program.

University short-term loans of up to \$300 are available to students whose financial aid refunds are delayed.

### FEDERAL PERKINS LOAN

- Federal loan for exceptionally needy students
- Awarded by IUP based on FAFSA
- May 1 of each year is the application deadline
- Interest rate of 5 percent repayable nine months after ceasing at least half-time enrollment
- A Perkins Loan Data Sheet will be sent to you by Student Aid Accounting
- A Promissory Note must be signed each semester the loan is accepted
- This award is credited directly to your account when all requirements have been met

### FEDERAL STAFFORD LOAN

- Applications available from banks and credit unions
- Eligibility for interest subsidies based on FAFSA
- Variable interest rate not to exceed 8.25 percent
- Maximum is \$2,625 for freshmen; \$3,500 for sophomores; \$5,500 for juniors and seniors; \$8,500 for graduate students. Independent students and dependent students whose parents cannot obtain a Federal PLUS loan may request additional funds through the unsubsidized Stafford Loan. The maximum is \$4,000 for freshmen and sophomores; \$5,000 for juniors and seniors; and \$10,000 for graduate students.
- Origination and insurance fees are deducted from the approved amount
- Processing takes approximately ninety days. Apply early!
- Entrance interview required for first-time borrowers at IUP
- Loans are multiply disbursed; first disbursement at the beginning of loan term, second disbursement in the middle of the term
- Thirty-day delay for first disbursement of loan to freshmen
- Stafford Loan phone number in Pennsylvania is 1-800-692-7392

"I remember when it was freshman year bedtime check by Dean Hall or Dean Kimball: lights out at 10 p.m., followed by the ubiquitous flashlight probing room by room to see that lights were indeed out, and all students snugly tucked in bed. This followed study hour checks in each room by hall monitors."

Mrs. Nell Judge, Class of 1952

## FEDERAL PLUS LOAN

- Applications available from banks and credit unions
- Available to parents of dependent students
- Variable interest rate not to exceed 9 percent
- Maximum PLUS Loan amount is cost of education minus other aid and subsidized Federal Stafford Loan eligibility
- Repayment normally begins sixty days after funds are disbursed by the bank or credit union

## GRANTS

Grants are funds which carry no obligation for repayment. They are awarded on the basis of financial need.

## FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

- Federal grant for exceptionally needy undergraduate students
- Awarded by IUP based on FAFSA
- The application deadline is May 1 for the following academic year
- This award is credited directly to your account when all requirements have been met

## FEDERAL PELL GRANT

- Federal grant for first undergraduate degree
- Awarded by the Federal Government based on FAFSA
- *Student Aid Report (SAR)* indicates eligibility or ineligibility
- All pages of the SAR must be submitted to the Financial Aid Office before Pell Grant can be paid to your account (must be done by last day of attendance of the academic year). Complete the "Student's Use Box" on the back of Part 1.
- Phone number for duplicate SAR: 1-800-692-7435
- Phone number for Pell Grant information: 1-800-433-3243

## PENNSYLVANIA STATE GRANT (PHEAA)

- Pennsylvania State Grant for Pennsylvania undergraduates
- Awarded by PHEAA based on the FAFSA
- Application deadline is May 1 for the

following academic year

- Twenty-four credits must be successfully completed for each two semesters of PHEAA Grant for renewal eligibility
- Awards limited to eight semesters
- PHEAA Grant phone number: 1-800-692-7435

## SCHOLARSHIPS

Scholarships are funds which carry no obligation for repayment. They are generally awarded on the basis of ability. A listing of scholarships can be found in the IUP *Undergraduate Catalog*.

Army ROTC Scholarships provide full tuition, a textbook and equipment allowance, and a subsistence allowance during school in return for military service as a commissioned officer (second lieutenant) in the U.S. Army, Army Reserve, or National Guard. Competitively based, these scholarships are awarded on the basis of academic standing, extracurricular activities, leadership and athletic abilities, and a personal interview.

## THE NEW IUP I-CARD

### What is the Value Stripe?

The Value Stripe allows you to place cash on your card through cash-to-card machines on campus. You can activate your Value Stripe by placing \$1 to \$50 maximum on your I-Card in a cash-to-card machine, or transfer money from your I-Card debit account to your Value Stripe. You can then use your I-Card to pay for services and small purchases on campus:

- Buying tickets to campus events
- Having lunch in the Oak Room or meals in the dining halls
- Making purchases at the Co-op Store and Recreation Center
- Paying for Penn personal ads
- Paying parking tickets
- Photocopying and microfilm copying in the library
- Purchasing transcripts
- Using soda, snack, and laundry machines

You can place more money on

your Value Stripe when your balance gets low. The Value Stripe is an off-line electronic system; IUP has no record of your purchases or balance. If you lose your card, the university cannot reimburse you for the balance on your Value Stripe. It's like losing cash!

#### Where can I add money to my value stripe?

- Administrative Annex-Treasurer's Office (checks only)
- Foster/Folger Dining Halls
- Hadley Union Building
- Library-First Floor and Copy Area
- Memorial Field House
- Residence Halls--Stewart, Scranton, Elkin, and Wallace
- Straight Hall
- Sutton Hall Basement

#### What is an I-Card debit account?

As an optional service, cardholders can open with a local bank a debit account which will enable the cardholder to pay for purchases on campus and in the Indiana community using the I-Card. The cardholder will deposit money in the debit account, and purchases will be paid for from the declining account balance. Cash withdrawals can also be accessed through ATMs on and off campus and at the branch bank located in the HUB. For further information about opening a debit account, please contact the Center for Business Services and Card Administration, 135 University Towers, at x3028.

#### How should I protect my I-Card?

- DO NOT punch a hole in your card
- DO NOT place it in your wallet next to other cards with magnetic stripes or near a magnetic purse or wallet clasp
- DO NOT use it as an ice scraper
- DO NOT put any stickers on it
- DO NOT carry it in your back pocket
- DO NOT place it near any heat source

#### The HUB I-Card Office is ...

- Where your new I-Card is made, or replaced if it is lost, stolen, or damaged (\$5.00 replacement fee)
- Where you report a lost, stolen, or damaged card
- One of the locations where you place cash value on your Value Stripe
- Where you can sign up for the AT&T long-distance calling plan used

through your new I-Card

- Where you can get your questions answered about the new I-Card

The HUB I-Card Office is located in the Hadley Union Building, at x2590.

#### The Center for Business Services and Card Administration is ...

- Where the I-Card program and vending operations are administered
- Where you can also sign up for the AT&T long-distance calling plan
- Where you can get your questions answered or make suggestions regarding the new I-Card

Business Services and Card Administration is located at 135 University Towers, at x3028.

#### Where is the I-Card Office, and what are the office hours?

The I-Card Office is located behind the Information Desk in the HUB. Hours are Monday, Thursday, 8:00 a.m. to 6:00 p.m.; Tuesday, Wednesday, Friday, 8:00 a.m. to 4:30 p.m.

#### Where do I report a lost or stolen I-Card?

Call the I-Card Office in the HUB at x2590. There is a replacement fee.

#### Who do I call for refunds, or if I have a problem with the laundry, vending, photocopy, or cash-to-card machines while using my I-Card?

If you experience difficulties while using the vending or laundry machines, please call the toll-free number posted on the machine. Problems with a photocopy or cash-to-card machine should be reported to the Center for Business Services and Card Administration, 135 University Towers, at x3028. If you call the center during nonbusiness hours, be sure to leave a clear message describing the problem, the location of the machine, and your name and telephone number.

#### Can visitors purchase a card to use the Value Stripe while on campus?

Yes, cards are available to the general public. Directions on how to purchase a card are displayed on card-dispensing cash-to-card machines, which are conveniently located around campus.

"I remember when couples were not permitted to hold hands when strolling through the Oak Grove!"

Mrs. Jane Geibel, Class of 1953

### **How do I make arrangements to use my card as a long-distance calling card?**

Call the Business Services and Card Administration, 135 University Towers, at x3028. Office personnel will give you the name and phone number of the company providing long-distance service through the I-Card.

### **Do you have any further questions about the I-Card?**

Please call the Center for Business Services and Card Administration, 135 University Towers, at x3028, or the HUB I-Card Office, at x2590.

## **CONTINUING EDUCATION**

### **When do Continuing Education students register?**

At the beginning of each semester, Continuing Education holds an in-person "late" registration for new and readmitted students. It is held on a Thursday evening, the week prior to the IUP university late registration.

In October and March, Continuing Education holds a check-in for students to register early through the TERMREG or TELREG process. Check-in enables students to apply for degree candidacy (if appropriate), clarify status, and discuss other relevant issues.

### **As a student in the School of Continuing Education, do I have an adviser?**

Yes, each student is assigned an adviser. Please refer to the student acceptance letter or contact the office for the name of your adviser.

### **Are there credit registration limits for students in Continuing Education?**

Part-time undergraduate students are permitted to register for no more than eleven credits each semester until awarded Degree Candidacy (declaring a major). Then, the student is eligible to register full-time.

Post-baccalaureate students (students who already have a bachelor's degree) may register full or part-time.

### **Is there a scholarship for nontraditional students in the School of Continuing Education?**

The School of Continuing Education offers

a scholarship to new and reentering adult undergraduate students pursuing their first undergraduate degree. If awarded, the scholarship will provide for three credits of IUP tuition.

### **As a part-time undergraduate student, when can I declare a major and register full-time?**

Each student must apply for formal admission to an IUP degree program at the time or before thirty credits are earned at IUP. The student must fill in a Degree Candidacy Application and must meet specific credit and grade point requirements according to entry category and intended major. Review take place three times in an academic year: end of the fall and spring semesters and at the end of the FIRST summer session.

Once awarded candidacy status, a student may register either full-time (twelve or more credits) or part-time; move to the major department; be assigned a new adviser; and be eligible for the dean's list.



**Track and Field Behind  
John Sutton Hall**

# **Policies and Procedures**

## **ACADEMIC INTEGRITY POLICY**

### **A. Introduction**

IUP is an academic community within the society at large. All members within this community are expected to accept the responsibility for academic integrity and honesty. Academic dishonesty seriously erodes the quality of educational pursuits and is unacceptable at IUP. The following policies and procedures have been established to preserve the academic integrity of the university community, while also providing a process that protects the rights of students who allegedly violate these policies.

The list of offenses which follows is not to be taken to be exclusive as to the grounds that might lead to the issuance of discipline against a student. The university reserves the right to issue discipline to any student for any action (or any inaction in a situation where the student has a duty to act) that an ordinary, reasonable, intelligent college student knows or should know might lead to the issuance of discipline. This simply means that the university reserves the right to issue discipline for reasonable cause. Such discipline may include, but is not limited to, suspension, expulsion, or involuntary withdrawal from all or part of IUP's academic or other programs. The standard is objective, not subjective, and if an ordinary, reasonable, intelligent college student should have known that a particular action or inaction might lead to the issuance of discipline, the university still may issue discipline, even if the particular student who is charged with the particular offense did not know that discipline might ensue. It is to be understood that the provisions of this clause are incorporated by reference in any notice of misbehavior, so long as the notice fairly describes the act(s) or omission(s) with which the student is charged.

### **B. Types of Violations**

Academic dishonesty includes but is not limited to the following:

1. Providing or receiving unauthorized assistance in course work, lab work, or during examinations or quizzes.
2. Using unauthorized materials or devices, such as crib notes, during examinations or quizzes.
3. Plagiarizing term papers, essays, reports, speeches and oral presentations, take-home examinations, computer projects, and other academic exercises by misrepresenting or passing off the ideas, words, formulas, or data of another as one's own. Examples include but are not limited to incorporating verbatim or nearly verbatim portions of other sources into assignments without using quotation marks and specifying the sources of the material or incorporating ideas from other sources into assignments without acknowledging the source of the ideas.
4. Possessing course examination materials before the administration of the exam, without the prior knowledge or consent of the instructor.
5. Intentionally evading IUP academic policies and procedures; for example, improperly processing course withdrawals, grade changes, or other academic procedures.
6. Falsifying information, including forging signatures on various forms and documents, or altering or adding answers on academic exercises or exams after work has been graded.
7. Computer dishonesty, including tampering with or making unauthorized change to another person's or the university's computer system, illegally copying computer software, any use of another person's computer account, unauthorized activity involving another individual's personal computer system or any system belonging to the university, and other unauthorized use or violations involving computer use.
8. Noncompliance: failure to follow through with sanction(s) imposed as a result of an academic violation.

### **C. Procedures**

Charges of academic dishonesty may be brought by faculty members or administrators. Students who observe or become aware of an incident of academic dishonesty by another student are strongly encouraged to report it to a university official. Sanction(s) may not be imposed upon a student believed to have engaged in academic dishonesty without following one of the processes outlined in this policy.

"I remember when it was forbidden for women to wear pants (slacks) out of the dormitory. Nearly everyone had a very long coat to hide them!"

Mrs. Patricia Rodgers, Class of 1953

A faculty member or administrator who believes that a student has violated an academic policy may elect any of the following procedures to resolve the matter:

**1. Option I: Informal Resolution**

- a. The faculty member or administrator and student may meet informally within five class days of the observation or discovery of the incident and agree to resolve the issue without submitting any formal documentation. It is recommended that the faculty member or administrator complete a statement that summarizes the conference which led to the resolution. This factual statement should be signed by both parties and copies provided to the student and the faculty member or administrator. If agreement cannot be reached, or at the discretion of the faculty member, a more formal process as outlined in this policy may be initiated.

**2. Option II: Resolution by Documented Agreement**

- a. The faculty member or administrator may schedule a conference with the student in an attempt to agree on the facts of the case and to reach a mutually agreeable resolution. This meeting must be scheduled/requested within five class days of the observation or discovery of the alleged violation or of the failure of resolution by Option I. If an agreement is reached, the faculty member or administrator must complete a Documented Agreement Form outlining the agreement and have it signed by both parties. Copies are distributed to the student, the faculty member or administrator filing the agreement, and the assistant to the vice president for Student Affairs. The form must be filed within five class days of the conference.
- b. Once the agreement has been reached and the form is filed, the matter is closed. By signing off on the agreement, the student is waiving the right to appeal the sanctions agreed upon in the conference. If the student fails to fulfill the written agreement, the faculty member or administrator may file an academic dishonesty referral against the student for noncompliance.
- c. If a documented agreement resolution is reached, no formal academic violation report is filed. If this is the student's first offense, the resolution agreement remains part of the student's internal university record and is maintained on file as indicated in the recordkeeping section of this policy (See section F.2).
- d. If a documented agreement is not reached, the faculty member or administrator should initiate the formal adjudication process by filing an academic dishonesty referral form with the assistant to the vice president for Student Affairs within five class days of the conference with the student.

**3. Option III: Resolution by Formal Adjudication**

A faculty member or administrator should pursue formal resolution of academic violations if

- he/she cannot reach or chooses not to attempt a mutually agreeable resolution with the student regarding the facts of the case or sanctions to be imposed
  - he/she believes that suspension or expulsion is an appropriate sanction due to the severity of the violation
  - the faculty member or administrator is aware that the student has previously violated this policy
- a. The faculty member or administrator should file an academic dishonesty referral form with the assistant to the vice president for Student Affairs within five class days of the observation or discovery of the violation, or within five class days of the documented agreement resolution conference if an agreement could not be reached. In any case, the referral must be filed no more than ten class days from the observation or discovery of the incident.
  - b. This referral must describe in detail the alleged violation and the recommended sanctions if the student is found to have violated the policy. Upon receipt of the academic dishonesty referral, the assistant to the vice president for Student Affairs will review the allegation and determine if the student has a previous violation. If the student has no previous violation, the assistant to the vice president for

Student Affairs will notify the student of the allegation and instruct him/her to follow the adjudication procedures outlined in this section (C.3). If the student does have a previous violation, the assistant to the vice president for Student Affairs will instruct the student to follow adjudication procedures outlined under the Multiple Violations section (D.3) of this policy.

- c. Within five class days of receiving notification of the allegation (first offense), the student must request that the department chairperson schedule a hearing to review the facts surrounding the allegation and recommended sanctions if the student is found to have committed a violation. This hearing will involve the student, the chairperson, and the faculty member; the chairperson may invite others if mutually agreeable. Guidelines for academic dishonesty hearings parallel those for judicial hearings found in the IUP judicial system policy. Refer to *General Guidelines for Judicial Hearings* in the judicial system information in the *The Source*.
- d. If the student fails to contact the department chair within the five class days to schedule the hearing, the sanction recommended by the person filing the referral will automatically be imposed. If the student fails to appear when a hearing has been scheduled, the hearing will be held in the student's absence and the department chair will render a decision based upon factual information presented by the faculty member.
- e. Following the hearing, the department chair will render a decision based on the information presented at the hearing. Within five class days of the hearing, the department chair will forward a written report summarizing the hearing that includes the outcome, the factual basis for the decisions reached, the sanction(s) to be issued, and appeal procedures. Copies of this report will be sent to the student, the faculty member or administrator, and the assistant to the vice president for Student Affairs. The chair will retain a copy for departmental files.
- f. In the event that a chairperson cannot or will not fulfill the above role, or in the event that the person filing the referral is an administrator or department chairperson, the assistant to the vice president for Student Affairs will determine the appropriate individual to fulfill the chairperson's role and inform the student.

#### D. Sanctions

- 1. The following sanctions may be agreed upon by the student and faculty member or administrator through informal resolution or documented agreement. They may also be imposed by the department chairperson, hearing officer, or the University Judicial Board through formal adjudication.
  - a. Single Grade Reduction: Reduction of grade or failure on project, examination, quiz, or other academic exercise on which student is alleged to have cheated. (Requires the approval of the instructor of record.)
  - b. Course Grade Reduction: Reduction of course grade or failure in the course. (Requires approval of the instructor of record.)
  - c. Constructive or Educational Task: A task which requires the student to examine his/her dishonest behavior and which may benefit the student, campus, or community.
  - d. Letter of Warning: A warning letter may be issued indicating that the student has been found in violation of an academic policy and that failure to comply with policies in the future may result in further disciplinary action to be handled as a second offense. The letter of warning will remain in effect for a period of time as specified by the individual or board hearing the case.
  - e. Disciplinary Probation: Disciplinary probation, which is for a period of time specified by the individual or board hearing the case, is an indication that a student's status at the university is seriously jeopardized. During the probationary period, if the student is found in violation of another IUP policy, a more serious sanction will be levied, including possible suspension from the university.
  - f. Other: Sanctions deemed appropriate and tailored to a specific violation as determined by the faculty member or administrator. Any reasonable sanction or combination of sanctions for a given violation may be agreed upon by the student and faculty member or administrator through informal resolution or

"I remember when jeans were only allowed at the 'lodge'."

Mrs. Dorothy B. Baughman, Class of 1955

documented agreement. They may also be imposed by the department chair, hearing officer, or the University Judicial Board through formal adjudication.

## 2. Suspension and Expulsion

The sanction of suspension can only be imposed on a student through direct action of the University Judicial Board or by recommendation of the faculty member or administrator or department chairperson to the assistant to the vice president for Student Affairs. Expulsion can be recommended by a faculty member, department chairperson, or administrator but can only be imposed by the vice president for Student Affairs.

- a. **Suspension:** A student may be suspended from the university for a specified period of time, not to be less than the remainder of the current semester. Suspension requires that a student remove him/herself from university premises, not attend classes or social activities, and not be present on university or Student Cooperative Association property during the period of suspension. Suspension can be recommended to the assistant to the vice president for Student Affairs by the department chairperson after the hearing with the student and faculty member or administrator or imposed by the University Judicial Board, a special interim board, or the vice president for Student Affairs.
- b. **Expulsion:** Expulsion may be considered under any of the following circumstances: when there is a very serious violation of the academic integrity policy; when a student is proven to have violated the academic integrity policy on more than one occasion; or when a student appears before the board after already having been suspended. If expulsion is deemed the appropriate sanction by the department chair or administrator, the University Judicial Board, or the assistant to the vice president for Student Affairs, a recommendation may be made to the vice president for Student Affairs that the student be expelled from the institution. Expulsion from the institution is permanent.

## 3. Multiple Violations

- a. Students found in violation of this policy through resolution by documented agreement or through formal adjudication will be informed by the assistant to the vice president for Student Affairs that subsequent violations may result in additional sanctions, including possible suspension or expulsion from the university.
- b. If a student is found to have violated academic policies a second time, the assistant to the vice president for Student Affairs will notify the student that he/she will be required to appear before the University Judicial Board or Special Interim Board. The faculty member or administrator who filed the second referral will be asked to present information concerning the alleged violation to the board.
- c. The board will review all material and hear all the information pertinent to the second violation. If the student is found in violation of the policy a second time, the board will then review all material from the student's previous academic violation to determine appropriate sanction(s).
- d. The student may appeal the decision or the sanction(s) to the vice president for Student Affairs using procedures outlined in the Appeals section (E.1) of this policy. The vice president may deny or uphold the appeal or direct the appeal to be heard by a special interim board or the University Judicial Board.

In the event it is determined by the vice president for Student Affairs or the Provost or any university official authorized by them to act in such a manner, such persons may modify the procedural provisions of these rules by the issuance of written orders to deal with particular unusual procedural situations, so long as: no such order shall contradict the rules of the Board of Governors of the State System of Higher Education governing due process for students; and, no such rule shall deny fundamental fairness to students by, for example, effectively constituting a denial of notice or opportunity to be heard. This provision applies to proceedings under the university's academic integrity policy and also to student disciplinary proceedings.

## E. Appeals

Cases of academic dishonesty that are resolved through informal resolution or documented agreement cannot be appealed, as the facts of the case, the decision, and sanction(s) have been agreed to by the student and the individual making the charge. These appeal procedures apply to cases resolved through formal adjudication.

1. If after receiving the department chairperson's report on the outcome of the hearing, the student disagrees with either the decision, the sanction, or both, he/she may appeal to the vice president for Student Affairs within five class days of receiving the report. This appeal must be in writing and must describe in detail the grounds for the appeal. These reasons may include the following:
  - a. Denial of a fair and reasonable hearing
  - b. New evidence (applies when there is an acceptable reason why the information was not presented at the original hearing)
  - c. Excessively harsh sanctions
2. If the student does not appeal within the five-class-day period, the recommended sanction will be automatically imposed. The faculty member may also appeal a decision of the department chairperson. The appeal procedures are the same as those previously outlined for the student.
3. The vice president for Student Affairs may deny or uphold the appeal or direct the appeal to be heard by a hearing officer, a special interim board, or the University Judicial Board. The hearing officer or the UJB may accept, modify, or reduce the recommended sanction.
4. Within five class days of the appeal hearing, the hearing officer/UJB must submit a written report of the decision to the student, faculty member, department chairperson, and vice president for Student Affairs. The decision of the hearing officer/UJB is deemed final and will be implemented by the vice president for Student Affairs.
5. Appeals to the sanction of expulsion must be submitted to the Office of the President. If necessary, the president will consult with legal counsel in these cases.

## F. Records and Recordkeeping

### 1. Records of Informal Resolution

Although no official forms are filed at this level of resolution, it is strongly recommended that a faculty member or administrator who reaches an informal agreement with a student put the agreement in writing, give the student a copy, and keep a copy for his/her files.

### 2. Records of Resolution by Documented Agreement

The records of documented agreement resolution forms are maintained by the assistant to the vice president for Student Affairs. They are not considered formal disciplinary records until and unless the student is found in violation of this policy a second time. They are internal university records used for monitoring students for multiple violations only. If a second documented agreement form is filed or a student is found in violation of the policy through formal adjudication, the student will then have a formal disciplinary record which includes records of both violations. This formal record is maintained according to the IUP judicial system recordkeeping policies.

### 3. Records of Formal Adjudication

Records of academic dishonesty cases resolved through formal adjudication are kept on file in the Office of the Assistant to the Vice President for Student Affairs. They are maintained as formal disciplinary records in accordance with IUP judicial system recordkeeping policies.

## G. Operational Notes

1. In cases where a violation is alleged at or near the end of the semester and resolution by informal resolution, documented agreement, or formal adjudication cannot be completed before grades are submitted, the faculty member should submit a grade of "Incomplete" (I) for the student. The "I" grade will remain on the student's record until the case has been resolved. Once the case has been resolved, the "I" grade will be replaced with the appropriate grade.

"I remember when many girls used the basement door on the side of Sutton Hall to sneak out and in at night. It was never locked."

Mrs. Dorothy M. Dringman, Class of 1955

2. If the violation is alleged during the semester when classes are in session, the accused student should continue attending all classes and continue to complete course requirements during the resolution of the academic dishonesty case.
3. The assistant to the vice president for Student Affairs may extend any deadline which cannot be met for what he/she deems legitimate reason.

The various forms described in this policy are available from the assistant to the vice president for Student Affairs, 215A Sutton Hall, from deans' offices, or from the department chairpersons. Questions concerning the Academic Integrity Policy can be directed to the assistant to the vice president for Student Affairs, 215A Sutton Hall.

Approved by University Senate, May 5, 1992

### AFFIRMATIVE ACTION POLICY FOR IUP

IUP affirms the concept of human rights and dignity and is committed to providing leadership in taking action to assure equal educational and employment rights for all persons without regard to race, color, religious creed, lifestyle, affectional or sexual orientation, disability, ancestry, national origin, union membership, age, or sex. Respect for the individual in the academic community must not be abridged and abused. Harassment or disregard of a person based on any of these characteristics is particularly intolerable on the university's campus.

Affirmative action will be taken to insure the implementation of this policy to university employment and admissions. This policy and the obligation to provide equal opportunity include the following commitment:

1. To recruit, hire, utilize, train, and promote for all job classifications and to admit and educate students without regard to race, color, religious creed, lifestyle, affectional or sexual orientation, disability, ancestry, national origin, union membership, age, or sex.
2. To base decisions on selection, employment practices, employee utilization, job training, career mobility, promotion, program operation, and services provided to further the principles of equal employment opportunity and affirmative action.
3. To assure that all other personnel actions, such as compensation, benefits, transfers, furloughs, returns from furloughs, agency-sponsored training, educational benefits, tuition assistance, social and recreational programs, etc., are administered in keeping with the policy, strategies, objectives, goals, and timetables of the Equal Opportunity Act and the Affirmative Action Plan of the university.
4. To create and maintain a workplace and educational climate free from discrimination and harassment of any employee or student.
5. To create and maintain a workplace and educational climate free from sexual harassment of employees or students.
6. To make every effort to increase employment and educational opportunities for qualified handicapped applicants and employees.
7. To assure that in offering employment or promotion to disabled persons, no reduction in compensation will result because of disability income or other benefits.
8. To assure that reasonable accommodation will be made for the physical limitations of an applicant or student.

Overall responsibility for the implementation of the university's Affirmative Action Program and Policy has been assigned to the director of the Office of Human Resources.

Any employee or student having suggestions, problems, or complaints with regard to equal employment opportunity or affirmative action is encouraged to contact the Office of Human Resources. The director can be reached by writing to G30 Sutton Hall or by calling ext. 2431.

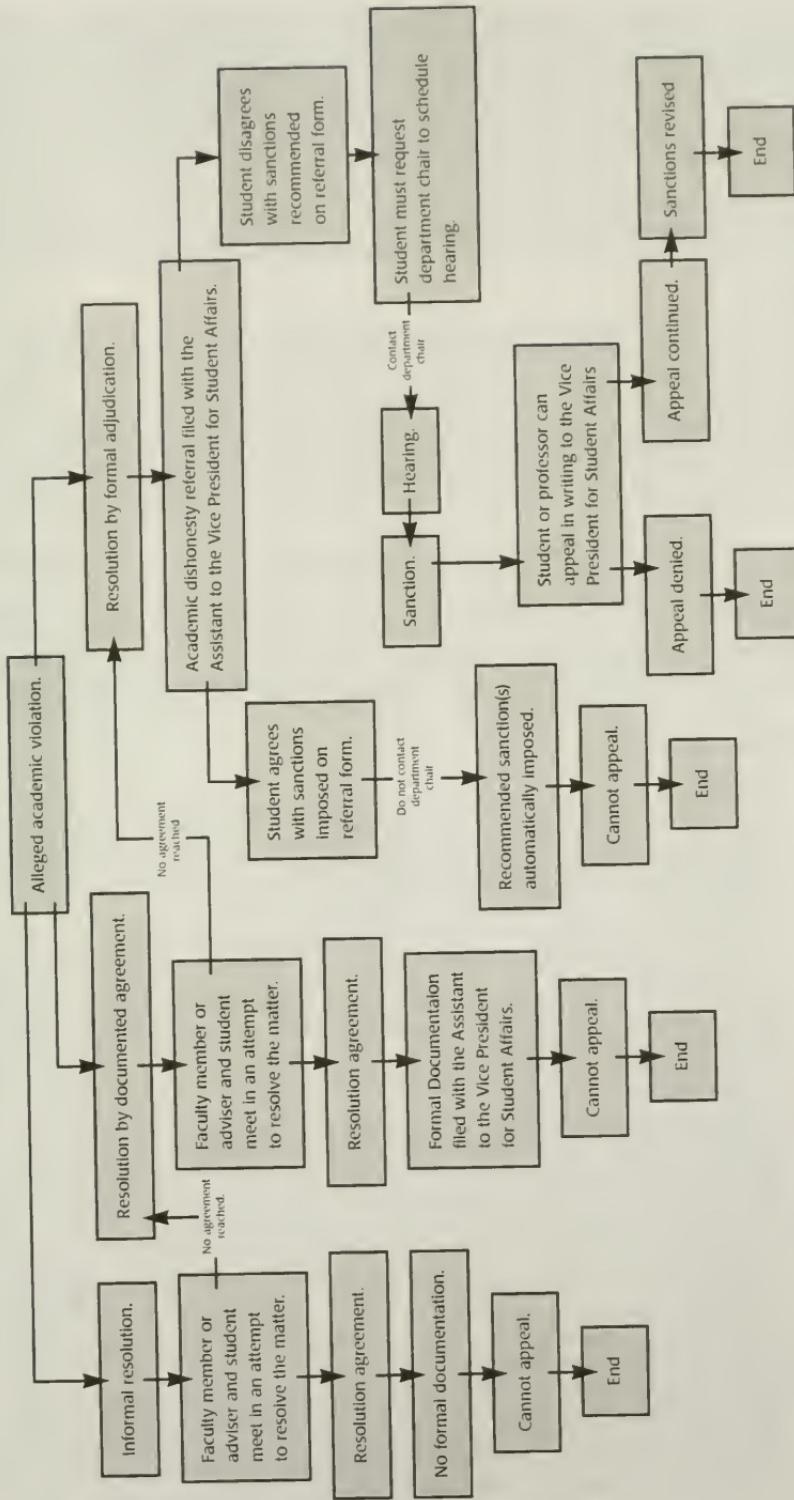
#### Affirmative Action Grievance Procedure

If either an employee or a student feels that she/he has been discriminated against because of race, color, religious creed, lifestyle, affectional or sexual orientation, disability, ancestry, national origin, union membership, age, or sex, including the denial of access to either campus facilities or programs, the employee or student is advised to pursue corrective action through the following procedure:

#### Step 1

The employee will lodge an oral complaint with the appropriate dean, program director, or management representative. Students may direct complaints to the appropriate dean or program director or to the Student Affairs office, 215A Sutton Hall, ext. 4040. The employee

## Academic Integrity Violation Procedure



"I remember when Joe wouldn't let us off the elevator in John Sutton Hall until he had finished telling his story, and we were late to class."

Mrs. Ramona L. Steele, Class of 1955

or student should specifically mention the name or organization against which the complaint is being lodged, sufficient factual information to permit the reviewing individual the ability to investigate the complaint, and the outcome desired by the complainant. The appropriate individual will then investigate and respond to the employee or student outlining the findings of the investigation and the intended action to be taken, if any. If the action or response at this step is unsatisfactory, the employee or the student may then pursue the complaint to the second step.

### **Step 2**

The employee or student will present a formal written complaint to the director of Human Resources, G-30 Sutton Hall, ext. 2431. The complaint shall contain the same type of information required at Step 1. The director of Human Resources will then meet with the complainant to discuss the material contained in the formal complaint.

The director will then meet with the alleged offender to discuss the complaint and its possible consequences. After an investigation, a report of findings will be sent to the president. The president or his/her designee will render a final decision. This step will be completed in thirty days. This deadline can be extended by written consent of the university president.

At any step in the above procedure, the complainant and/or the accused party may be represented by an advocate or legal counsel of his or her own choice.

This complaint procedure is not intended to interfere with any legal rights an employee or student may possess under the statutes of the Commonwealth of Pennsylvania and/or the government of the United States of America. Likewise, it is not intended to interfere with any rights an employee may have under the appropriate collective bargaining agreement between the employee representative and the Commonwealth of Pennsylvania.

## **ALCOHOL POLICY**

### **A. Rationale**

IUP seeks to encourage and sustain an academic environment that both respects individual choice and promotes the health, safety, and welfare of all members of the university community. Accordingly, the university offers these statements for guidance and the policies which follow as regulation of alcoholic beverages, consistent with the statutes and laws of the Commonwealth of Pennsylvania.

In support of its mission, the university sponsors educational programs on the physical, psychological, social, and behavioral effects of alcohol consumption. It provides alternatives to alcoholic beverages for promoting social interaction, and it provides services and resources for community members who experience difficulty in dealing with personal or family alcohol-related issues. IUP's alcohol policy and programs are intended to encourage community members to make responsible decisions about the use of alcoholic beverages and to promote a safe, lawful, and healthy environment for social interaction.

While acknowledging that alcohol may play a role in some social settings, the university expects all members of the community to recognize the potential for abuse of alcohol whenever it is consumed. Such abuse is absolutely inimical to the mission of the university. Alcohol consumption will not be considered an excuse for misconduct but rather as an aggravating factor to the misconduct in question.

The university expects that members of the campus community who choose to consume or serve alcoholic beverages will do so responsibly and as a result of making an informed decision. This decision should be based upon consideration of the consequences to self, to others, and to the community at large and with full awareness and understanding of individual and group accountability, behavioral consequences, relevant policies, regulations, and laws.

Since IUP students live among the permanent residents of the Indiana community, the university also expects alcohol-related behavior to be in accordance with local community standards. Such standards are not tolerant of gatherings which are either boisterous or in violation of Pennsylvania alcohol laws, as may occur in concentrated residential environments characterized by student housing.

If you remember when most alcoholic beverages were not allowed in buildings room of 100 in Sullivan Hall - or even popularly known as the lounge because of the amount of time anyone could spend there doing anything related to the lounge at the university. Reminds me of the time I used to hang out in the lounge.

Mrs. Julianne M. Ladd, Interim Dean of Students

The preceding statements exist for the guidance of all university community members. The regulations which follow are intended to govern the use of alcoholic beverages on property owned, operated, or supervised by the university or Student Cooperative Association.

## B. Policy

1. Alcoholic beverages are not permitted on university or Student Cooperative Association grounds or in buildings including residence halls, except as provided below:
  - a. Alcoholic beverages may be possessed and served at university functions provided that written permission is granted by the appropriate vice president or his or her designee prior to the event. When alcoholic beverages are served, the event host is responsible for supervision of the event and for ensuring that state law is followed.
  - b. Campus and University Towers: Residents who are of legal age may consume alcohol in the privacy of their apartments. Parties which involve kegs or similarly large amounts of alcohol are prohibited. Behavior resulting from the use of alcohol or a party situation which is disruptive to an individual or the community may result in judicial action. Alcohol is not permitted in public areas.
  - c. University-owned Housing Units (898, 880, 890 Maple Street): Students who are of legal age may consume alcohol in the privacy of their rooms. One small public area within each unit may be approved upon request by the university as an area where alcohol may be consumed by those of legal age. However, parties which involve kegs, party balls, or similarly large amounts of alcohol are prohibited. Behavior resulting from the use of alcohol or a party situation which is disruptive to an individual or the community may result in judicial action. In addition, housing resident groups may request to host an event which includes alcohol (i.e., Homecoming or Founder's Day activities) for special occasions. The group must receive university permission in advance of any event and may only serve those who are of legal age. Alcohol is strictly forbidden outside of housing units, on porches, or on surrounding land at any time.
  - d. University or Student Cooperative Association professional staff members whose permanent place of residence is on campus may possess and consume alcoholic beverages in their residences.
  - e. Nonuniversity guests who rent or schedule university facilities following the university scheduling policy may serve alcoholic beverages, provided that approval is granted by the vice president for Student Affairs and that all applicable laws, ordinances, and university policies are followed.
  - f. Alcoholic beverages are prohibited on all Student Cooperative Association properties except the University Lodge. To serve alcohol at the University Lodge, all participants must be of legal age, and the sponsor must show proof of Host Liquor Liability Insurance of at least \$500,000 with IUP, the Student Cooperative Association, and the College Student Union Association named as additional insureds. Alcohol permission forms are available from the director of the Hadley Union Building and Campus Recreation.
2. Alcoholic beverages are not permitted within gymnasiums or fields at athletic events.
3. State funds may not be used to purchase alcoholic beverages.
4. On-campus publicity for any campus or off-campus event sponsored by recognized organizations or members of the IUP community may not include the advertising of the availability of alcohol at those events and may not use the availability of alcohol as an incentive to attend those events. Unless an event is specifically advertised as nonalcoholic, the use of illustrations or terminology which implies the use of alcohol in this community is prohibited.
5. The university reserves the right to make further regulations regarding the possession and consumption of alcoholic beverages on campus as necessary.

"I remember when we were the first class to have a men's dorm at Indiana.

Mr. Earl J. Mostoller, Class of 1956

**C. Pennsylvania Liquor Code**

The Pennsylvania Liquor Code controls the possession, sale, and distribution of alcoholic beverages within the Commonwealth of Pennsylvania. The following represents a summary of relevant articles from the code:

1. It is a summary offense for a person under the age of twenty-one to purchase or attempt to purchase, consume, possess, or transport any alcohol, liquor, or malt or brewed beverages.
2. It is unlawful to sell or give alcohol or malt or brewed beverages to any minor (under twenty-one). When the minor is less than eighteen years of age, it is a misdemeanor of the first degree punishable by a maximum penalty of five years in jail and a \$10,000 fine.
3. It is unlawful to transfer or to procure unlawfully a Liquor Control Board card. This offense is punishable by up to sixty days in jail or a \$300 fine.
4. It is a misdemeanor of the third degree to misrepresent one's age knowingly and falsely to obtain alcoholic beverages or to represent that another is of legal age for such a purpose.
5. It is a misdemeanor of the third degree if a person requests or induces a minor to purchase alcoholic beverages.
6. Sales of alcoholic beverages without a Liquor Control Board license or the purchase of such beverages from an unlicensed source of liquor or malt or brewed beverages are prohibited.
7. It is unlawful to possess or to transport liquor or alcohol within the Commonwealth of Pennsylvania unless it is purchased from a state liquor store or in accordance with Liquor Control Board regulations.
8. It is a summary offense punishable by a fine of up to \$300 for the driver of a motor vehicle to consume alcoholic beverages while the vehicle is in operation.
9. A pedestrian under the influence of alcohol who creates a hazard by walking on the road can be convicted and fined up to \$300 as a summary offense.
10. Borough of Indiana--Ordinance #1376: It is unlawful to possess an open container of an alcoholic beverage while in or upon public streets, alleys, parks, or other public grounds.

**D. Alcohol Liability in Pennsylvania**

In December, 1986, the United States Court of Appeals for the Third Circuit, in a case titled *Fasset vs. Delta Kappa Epsilon (New York), the Villanova chapter of Delta Kappa Epsilon, et. al.*, reviewed the law of Pennsylvania concerning the liability of a social host who serves alcohol. The court held that particular defendants could be held liable if they had an intention to promote or facilitate the consumption of alcohol by a minor or attempted to aid in the consumption of alcohol by minors. Consequently, the court held that the president of the fraternity that sponsored the party (because he helped organize the party), the treasurer of the fraternity who signed a check for the purchase of the alcohol, and three other individuals who allowed their apartment to be used for the party where minors were served intoxicating beverages could all be held liable for injuries to the intoxicated minor and any third parties injured by the minor.

Thus, individuals in Pennsylvania who furnish alcoholic beverages to minors not only commit a violation of law, but they also render themselves potentially liable for any injuries the minor might sustain and for any injuries that third parties might sustain due to an act of an intoxicated minor. Individuals potentially liable for such damages include not only those who physically furnish the alcohol to the minor but any persons who aid and assist in the furnishing of the alcohol through its purchase or through organizing, hosting, or supporting the event at which the alcohol is made available.

Approved by the Student Affairs Senate Committee on April 14, 1992.

"I remember when guys were only allowed in girls dorm room for a few hours on Sunday afternoons...and the door had to stay open." Mr. Susan Goo, Class of 1950

## Resources

Members of the university community who experience alcohol-related problems or who are concerned about another who may be having such difficulties are encouraged to seek assistance from any of the following agencies:

### On campus:

Chemical Health Program

Pechan Health Center

x4799

Counseling and  
Student Development Center

119 Clark Hall

x2621

### Off campus:

Open Door

20 South Sixth St., Indiana, PA 15701 465-2605

Armstrong/Indiana Drug and Alcohol  
Commission Inc.

A02, Box 67, Rte. 422 West, Shelocta, PA  
15774

354-2746

A.A. (Alcoholics Anonymous)

Al-Anon and/or Alateen

20 South Sixth St., Indiana, PA 15701  
349-4061

## AUTOMOBILE AND PARKING REGULATIONS

- A. Resident students are encouraged not to bring a car to the university. Local bus transportation is adequate for most students to travel around the Indiana area. If an automobile is needed for medical reasons, work assignments, or academic need, a resident permit will be issued upon approval of the Parking Review Board. To obtain a resident permit, a written application must be submitted to the PRB with the following information: name, Social Security number, IUP address, reason for the need of a car, work site, and frequency of travel including days and hours worked.
- B. Resident students not qualifying for the resident permit will be issued a Resident-Robertshaw permit for a fee (See Appendix II), which will allow long-term parking at the Robertshaw parking lot.  
Any exception to this section will be submitted and reviewed by the Parking Review Board.
- C. Parking violators will have vehicles ticketed and a fine of five dollars assessed. A written request for a review of the ticket should be sent to the Campus Police within five days. If the fine is not paid, a traffic citation will be filed with the magistrate's court.
- D. A copy of university parking regulations can be obtained from the Campus Police Office.

## CAMPUS FILM POLICY FOR RECOGNIZED ORGANIZATIONS

1. A recognized organization desiring to show a film must first schedule a university facility through the proper scheduling office. The organization is expected to comply with the policy for scheduling university facilities. A copy of this policy is available from the Scheduling Office or the Office of Student Activities and Organizations. It is also listed in this publication.
2. The organization shall, at least fifteen work days before using the scheduled facility, register that date and the proposed film title on the Master Calendar in the Office of Student Activities and Organizations, 102 Pratt Hall. The first organization to log the film title shall have priority in scheduling the film. A copy of the completed scheduling form shall be presented at this time for sign-off by the director of Student Activities and Organizations or his/her designee, or such registration is not confirmed. A copy of the confirmation from the film distributor may also be requested.
3. Personnel trained by the Office of Student Activities and Organizations are the only ones permitted to operate projection equipment in university facilities. Arrangements for trained personnel must be made through the Office of Student Activities and Organizations at the time the film is registered.
4. Box office personnel must be secured through the Office of Student Activities and Organizations. The personnel will assist in the enforcement of university regulations and the collection of all monies. They will also prepare the attendance report for

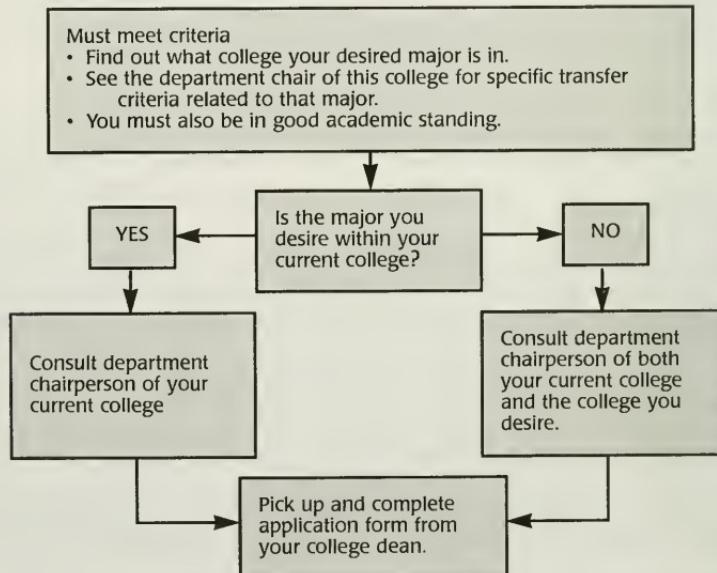
"I remember the new and hysterically funny sight of young men in Bermuda shorts and kneesocks!"

Mrs. Reges Bush, Class of 1957

signature by a member of the sponsoring organization and the director of Student Activities and Organizations or his/her designee.

5. All organizations showing a film rated "X" by the Motion Picture Code and Rating Administration shall advertise that no individual under seventeen years of age will be admitted. Notification of this fact shall be posted at the entrance at the time of the showing. An organization should request the proper identification to be shown at the door. The organization must comply with all appropriate statutes governing the Commonwealth of Pennsylvania, which are on file in the Office of Student Activities and Organizations. The organization has the responsibility to enforce this admission policy.
6. Admission to on-campus film showings is limited to IUP faculty, students, staff, and their guests. Appropriate identification should be required at the door.
7. At least one identified member of the sponsoring organization must be present at all times during the showing of the film.
8. All advertising must include the name of the film, where it is being shown, the show date(s) and time(s), admission charge(s), MPA rating, and the name of the sponsoring organization. Generally, off-campus advertising is prohibited by film distributors. In cases where off-campus advertising is desired, approval is needed from the director of Student Activities and Organizations or his/her designee in writing. Written permission from the film distributor for such advertising may be required.
9. All projector and personnel fees must be paid by the sponsoring organization. Projector rental fees are \$7 per running hour in Fisher Auditorium and \$3 per running hour in Pratt Auditorium (if TEN projectors are used). Projectionist fees are \$17.50 per show in Fisher Auditorium, with a minimum of \$35 per night, and \$12.50 per show everywhere else, with a minimum of \$25 per night. Box office personnel are paid minimum wage by the hour. Arrangements to pay all fees must be made with the director of Student Activities and Organizations or his/her designee prior to the showing of the film. The Student Cooperative Association, the projectionist, and the university will not be responsible for films not picked up the night of the final showing.
10. Failure to follow this policy may result in forfeiture of the use of university facilities. The Office of Student Activities and Organizations will determine and notify the proper scheduling office and the organization of such forfeiture. If forfeiture results, the group may ask the vice president for Student Affairs or his/her designee to review the decision.

## CHANGE OF MAJOR PROCEDURE



"In memory of a violin made with wood dyed by student workers, and was presented at Thomas Fortune Ryan Hall. At Christmastime each year it will travel the country to calm and the March of the Bells would entertain by parading through the dining room during the Board of Governors' annual dinner a band housed on a silver platter (complete with pipe in the bow) in mouth."

Mrs. Nancy Newkirk, Dean of Women, December 27

## EVACUATION PROCEDURES

The following building evacuation procedures will be implemented by occupants of IUP buildings in the event of a fire alarm.

### A. Before a Fire

1. Know the location of all fire alarm stations.
2. Know the location of all fire extinguishers.
3. Know the location of all exits.
4. If a student has special needs due to a disability, the student should notify responsible staff members so that special evacuation plans can be made in the event of an emergency.
5. Know locations of blue-light emergency phones.

### B. Discovering a Fire

1. Sound the alarm immediately.
2. Dial telephone fire emergency number 9-911 first, then call University Police (2141). If phone is not available, use emergency blue-light phones.
3. Shut all doors and windows.
4. Vacate the building by the nearest accessible exit.
5. Do not use elevators.

### C. Hearing the Fire Alarm Sound

1. Open curtains.
2. Close all windows tightly.
3. Put on shoes and coat and take a towel to cover the face.
4. Vacate the room and close the door.
5. Vacate the building by the nearest accessible exit.

### D. Do Not Use Elevators

1. If power fails, they may stop and occupants would be trapped.
2. Walk at a safe speed and use nearest accessible exit.

### E. After Vacating the Building

1. Listen for instructions from staff members and safety officers.
2. Leave the immediate vicinity of the building.

## FINAL EXAMINATION POLICY (Undergraduate)

The final examination week is part of the regular academic program and must be incorporated into each instructor's course plan for the semester. Final examinations are not the only legitimate type of terminating activity, and therefore, the instructor may choose an appropriate activity that conforms to course objectives.

The terminating activity shall take place *only* at the time and location assigned by the Scheduling Center. Unless granted an excused absence, the faculty member responsible for the course must be present for the full examination period to direct the terminating activity. Faculty members may require student attendance at the terminating activity.

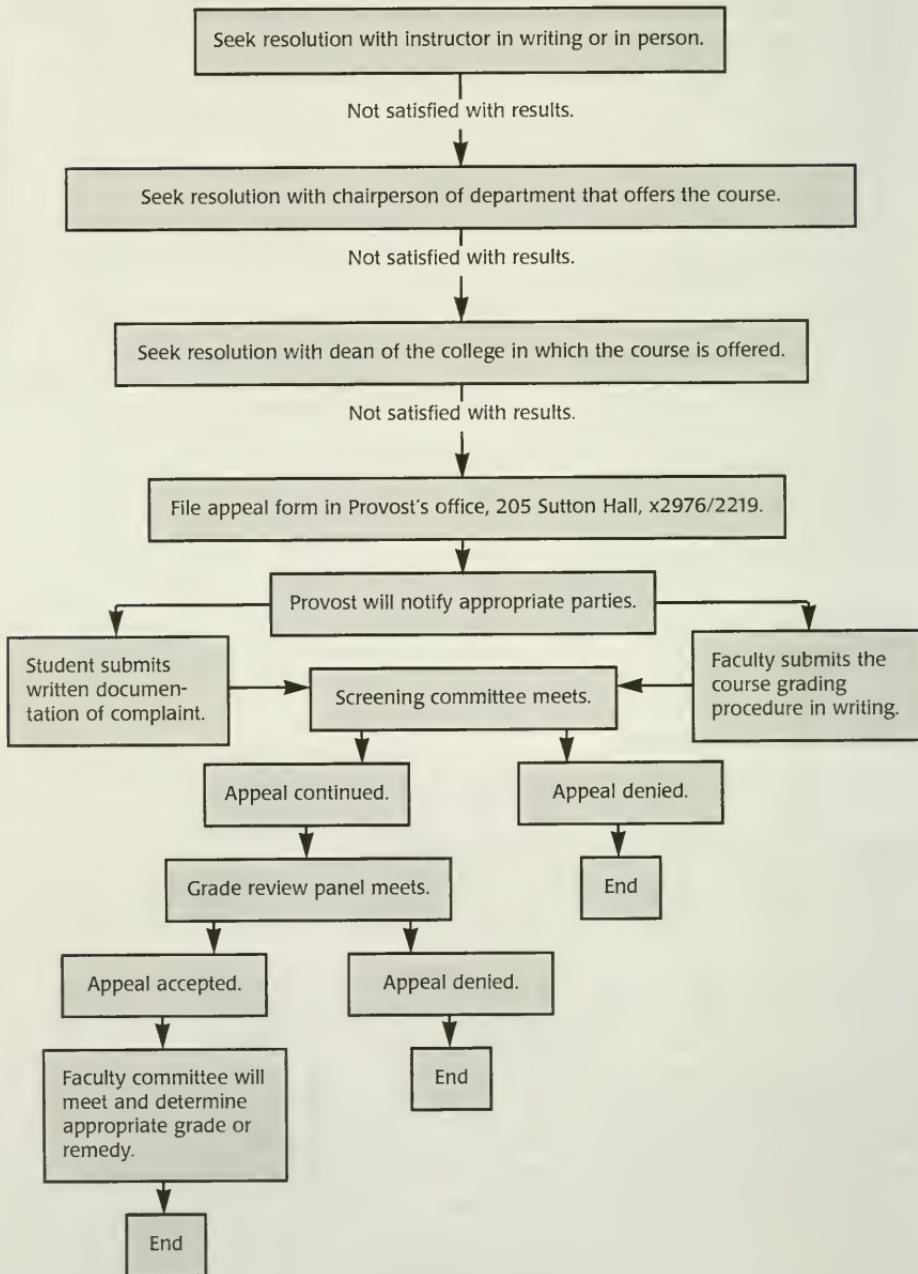
Faculty who do not schedule or do not attend the terminating activity for a course may be subject to disciplinary action commensurate with unexcused absences. Block finals must be held as scheduled. Once the final examination has been set by the Scheduling Center, changes and absences must be approved by the instructor's college dean.

**During the examination period, the following general rules apply where conflicts exist.**

1. The higher-numbered course takes precedence. Thus, a student enrolled in GE 102 and EC 325 would take the EC 325 exam at the assigned time and the make-up in GE 102.
2. If courses in conflict are the same level and number, an *alphabetical determination by full name of department will be made*. For example, a student enrolled in AG 421 and CS 421 would take the AG 421 exam at the assigned time and a make-up in CS 421.

*Reaffirmed by Meet and Discuss, Fall, 1992-93.*

# Grade Appeal Procedure



## GUIDELINES FOR CONTACT SPORTS/ACTIVITIES

University-sponsored and -recognized groups or organizations that wish to conduct or sponsor contact sports/activities, other than as a part of the IUP intercollegiate athletic program, the intramural program, or required class activities, on the IUP campus or Student Cooperative Association property must present to the Campus Recreation office information concerning the procedures and conduct planned for the activity. Before any contact sport/activity such as touch football or rugby will be approved to be conducted on the IUP campus, the specific guidelines below must be followed for the event. Determination of whether a particular activity is to be considered a contact sport/activity will be made by the Campus Recreation office. These guidelines include

- A. All sports/activities must be conducted in an area free of obstacles and other hazards that is sufficiently removed from the playing area to avoid possible injury to participants.
- B. Such activities must be conducted under proper lighting conditions to insure clear visibility by all participants.
- C. The playing surface for such activities must be conducive to safe participation by all participants. Inclement weather must warrant postponement of the activity.
- D. Rules and regulations, which clearly define measures of safety, must be available to all participants.
- E. A faculty or staff supervisor must be in attendance at contests.
- F. Workshops/clinics must be conducted to train student officials concerning techniques and rules of officiating the sport/activity.
- G. Personnel knowledgeable in athletic training and/or currently certified in advanced first aid training must be on duty at all contests.
- H. A student injury report form must be completed at the time of all accidents/injuries.
- I. The director of Campus Recreation is responsible for administering these guidelines.
- J. Alleged violation of these guidelines shall be referred to the Recognized Organization Review Board for adjudication.

## HAZING POLICY

### A. Definition

IUP defines hazing as "any action, situation, activity or complicity in activity, or any mental or physical requirement or request placed upon any pledge, member affiliate, or alumnus which causes or has the potential to cause endangerment of the physical, emotional, or mental health or safety of the participant; physical or mental discomfort, pain, injury, fright, degradation, moral compromise, coerced sexual activity, or servitude; and/or the violation of any federal, state, or local law or rule or university policy, as directly or indirectly related to the initiation or admission into or affiliation with or continued membership in an IUP-recognized organization."

**The IUP definition of hazing includes, but is not limited to, the following:**

1. Any activity which endangers or has the potential to endanger the physical health of participants, such as paddling, whipping, kicking, striking, beating, pushing, shoving, tackling, branding, and ordering calisthenics.
2. Any activity which endangers or has the potential to endanger the mental health and/or academic performance of participants, such as not allowing adequate time for or interfering with academic commitments; activities conducted between the hours of midnight and 8 a.m.; and forced exclusion from social and/or verbal contact with any other individual.
3. Any activity which is or has the potential to be physically or mentally harmful, painful, or injurious, such as the forced or required consumption of alcohol, food, or drugs; excessive exposure to the elements; quests, scavenger hunts, kidnappings, or strandings; physical or psychological shock; and activities causing physical or mental fatigue.
4. Any activity which has the potential to be frightening, morally compromising, degrading, unduly embarrassing, deceptive, or promoting servitude, such as throwing items at or on the participant; carrying of items or wearing of apparel which is undignified; public stunts, verbal harassment, and beratement; requiring the participant to yell when entering or departing a physical structure or in the presence of designated individuals; the designation of "pledge entrances" or

"I remember when 9 to 10 p.m. was called 'wild hour.' We were allowed out of the dorm on school nights for one hour."

Mrs. Donna M. Wiedemann, Class of 1958

"exits"; running personal errands or servitude; intentionally creating labor or clean-up work; scant clothing requirements or nudity at any time; and deception designed to convince the participant of impending pain, injury, or noninitiation.

5. Any activity which is in violation of any federal, state, or local law or rule or university policy, such as the illegal use of alcohol or any controlled substance in any form or quantity as part of any pledge-related activity and violation of IUP student behavior regulations, including unauthorized entry, "raids," possession/theft/destruction/damage of property, improper obstruction/disruption of university activities, abuse/harassment, and disorderly/obscene conduct.

#### B. Presumptions

1. Pledge-related activities by nature must reflect the best interests of the pledges, members of the organization, the university, and the Indiana community.
2. For the purposes of this policy, any activity or situation, upon which the initiation or admission into or affiliation with or continued membership in an IUP-recognized organization is directly or indirectly conditioned, shall be presumed to be "forced," the willingness of an individual to participate notwithstanding.
3. The negligence or consent of the participant or any assumption of risk by the participant are not defenses to an action brought pursuant to this policy.
4. All IUP students and recognized organizations are responsible for abiding by this policy, both on campus and off campus, including privately owned facilities and/or property.
5. Recognized organizations are responsible for any activity in violation of this policy by any individual or group affiliated with the organization (pledge, member, auxiliary, or alumnus), unless it is proven that the group or individual activity was independent of, and occurred without the knowledge or consent of, the recognized organization. Such responsibility will apply equally to situations in which one or more members knew or should have known of the activity and failed to make every reasonable attempt to prevent or stop it.
6. The filing of charges at IUP against a recognized organization does not preclude the filing of charges at IUP against an individual student nor the filing of civil and/or criminal charges against the organization and/or individual.

#### C. Implementation

1. The officers, primarily the president, of each organization are responsible for informing pledges, members, affiliates, and appropriate alumni/ae of this policy. This policy should be read by the president to the membership at the first meeting of the organization each semester and to the pledges prior to the commencement of the first pledge activity and should be posted in a prominent place for the pledges and members to see.
2. The Hazing Compliance Agreement portion of the Organization Recognition Form must be completed and submitted to the Office of Student Activities and Organizations, 104 Pratt Hall, within thirty days of the commencement of fall semester classes or the election of new officers to certify acknowledgment of all conditions of this policy.
3. All nonacademic initiation or affiliation pledge activities must be discontinued seven days prior to the first day of the final examination period each semester and remain discontinued through the end of the final examination period.

#### D. Jurisdiction and Procedure

1. Charges of violations of this policy by a recognized organization should be filed in the Office of Student Activities and Organizations. Charges of violations of this policy by an individual student should be filed in the Office of the Assistant to the Vice President for Student Affairs.
2. Administrative hearings of alleged violations of this policy by a recognized organization will be conducted by the Recognized Organization Review Board (RORB), in accordance with policy as detailed in this publication.
  - a. In all cases of alleged violations of this policy, the organization adviser and general headquarters of the organization will be notified.
  - b. During the period of formal investigation or adjudication of alleged violations of this policy, all pledge-related activities, organization activities, and/or

Remember when hot words permit aampus at anym  
Poncat w - wrrn in Saturday morning to class for a quick leave up.  
Mrs. Mary J. L. Kewall, Clas 329

university recognition of the organization may be summarily suspended in keeping with the university policy.

3. Administrative hearings of alleged violations of this policy by an IUP student will be conducted by the IUP Judicial System, in accordance with policy as detailed in this publication.
4. Recognized organizations and/or individuals also may be held responsible for criminal misconduct in violation of the Pennsylvania Anti-Hazing Law, considered a third-degree misdemeanor punishable by up to a year's imprisonment.

#### E. Violations and Sanctions

1. Violations of this policy by a recognized organization normally will result in the minimum sanction of a one-semester probation, seven weeks of social, intramural, and/or recognition benefits suspension, and a revision of the organization's pledge education program, with a maximum sanction of withdrawal of university recognition from the organization for a period of twelve consecutive regular academic semesters.
2. Repeated violation of this policy or violation of any probation enacted as a result of this policy by a recognized organization normally will result in the minimum sanction of a one-year probation and a one-semester suspension of social, intramural, and/or recognition benefits, with a maximum sanction of withdrawal of university recognition of the organization for a period of an additional twelve consecutive regular academic semesters.
3. Violations of this policy by an IUP student will result in sanctions consistent with the IUP Judicial System, in accordance with a policy defined in the *The Source* or penalties authorized by Pennsylvania law.
4. For violations of this policy by a recognized organization, sanctions shall be defined as follows:
  - a. **Probation:** A specified length of time in which repeated violation of this policy or violation of other specified policies result in increased sanctions against the organization; no additional sanctions are necessarily implied by the imposing of a probation.
  - b. **Mandatory Activity:** The required participation by the organization in specified group activity, service projects, educational programs, or other assignments.
  - c. **Final Restitution:** The repayment of the monetary value of damages, losses, or injuries within a specified period of time as a result of a violation of this policy.
  - d. **Social Limitation or Suspension:** A specific length of time in which the organization is denied formal or informal sponsorship of or participation in one or more of the following: inter- or intraorganizational social activities, formals, all-Greek or all-university events or activities, or any other event of a social nature.
  - e. **Intramural Suspension:** A specific length of time in which the organization may not participate in individual or team sports or the Greek intramural league, earn intramural points, or receive any championship titles.
  - f. **Suspension of Recognition Benefits:** A specific length of time in which the organization maintains university recognition but is denied one or more benefits of recognition which may include but are not necessarily limited to the following: Student Cooperative funding, use of university or Co-op facilities, office space or property, bulk mailing services, and/or specified other benefits made available through recognition.
  - g. **Withdrawal of University Recognition:** A specified or unspecified length of time or series of conditions in which university recognition is withdrawn and cannot be regained by the organization. The organization and any semblance of its membership ceases to function at the university, is denied all benefits of university recognition, and no longer falls under the jurisdiction of the university organization judicial system. For the organization, or any semblance of its membership, to regain university recognition may involve the demonstration of evidence of organizational changes intended to eliminate the potential for repeated violations of this policy.
5. Mitigating or aggravating circumstances may be considered in order to fashion an appropriate sanction.

"I remember when you weren't allowed to shower in the dorm after 11 p.m., even on Friday nights."

Mrs. Jane L. Keck, Class of 1958

## HIV POLICY

This policy addresses general principles which the university agrees are essential for the entire campus. Detailed procedures consistent with this policy shall be developed by individual colleges and departments as necessary. These procedures will be submitted to the chairperson of the University HIV Committee for committee review before implementation.

1. No current or prospective member of the university community shall be required to receive an HIV antibody test or other diagnostic tests associated with HIV as a condition of admission or employment.
2. Persons with HIV are to be treated with respect and dignity. They are not to be discriminated against or denied any service due to them on the basis of existing or perceived HIV status. Complaints are to be directed to the affirmative action officer.
3. Persons with HIV shall continue their education and/or maintain their current jobs and work assignments as long as their health permits. Realizing the episodic nature of the illness and possible limitations brought about by their disability, persons with HIV may request reasonable accommodations be made to allow them to continue their employment or academic program of studies. Employees should direct requests for reasonable accommodations to the Office of Human Resources. Students should direct requests to the Office of Advising and Testing. The university, upon review, will attempt to accommodate requests to the extent it is operationally feasible.
4. Employees of the university who refuse or object to working with persons who have or are perceived to have HIV should be counseled and educated in
  - a. the nature of HIV
  - b. transmission of HIV
  - c. the commonwealth's and university's policies on HIV

Should the employee continue to refuse to work with or provide service to those individuals, the person may be subject to appropriate progressive discipline up to and including dismissal.

5. Members of the university community with HIV have a responsibility to be aware of information and follow recommendations from the Center for Disease control to prevent HIV transmission to others.

### Definitions:

HIV (Human Immunodeficiency Virus) is a virus transmitted through direct exposure with HIV-infected blood, semen, vaginal secretions, and breast milk. HIV infection may severely impair the immune system, resulting in the body's not having its normal ability to combat diseases. This produces a spectrum of illnesses referred to as HIV Disease. AIDS is the most severe condition of HIV Disease.

### Responsibilities:

The University HIV Committee is responsible for responding to HIV-related questions that arise.

### Procedures:

1. It is incumbent upon individual colleges and departments to develop procedures regarding HIV which reflect the unique needs of the department.
2. Confidentiality procedures will be strictly followed as outlined in the Management Directive 505.26 *AIDS and HIV Infections in the Workplace*. A copy of the Management Directive may be obtained through Human Resources.
3. All college or department procedures or documents pertaining to HIV will be reviewed by the University HIV Committee and legal counsel prior to implementation.
4. The University HIV Committee will provide technical assistance and support for procedure development. Current guidelines from CDC, OSHA, ACHA, the Commonwealth of Pennsylvania, and the Americans with Disabilities Act are available from the University Health Service, Office of Human Resources, Office of the Provost, Office of the Vice President for Student Affairs, offices of AFSCME and APSCUF, and Stapleton Library reserve area.

## INCLEMENT WEATHER POLICY

*Effective: March 6, 1995*

Indiana University of Pennsylvania is committed to the safety and security of its students, faculty, staff, and visitors. As such, the decision whether the university should close or remain open during periods of adverse weather conditions is based on the overall concern for the university community. In general, however, IUP's practice will be to remain open and to conduct classes and business as usual during periods of inclement weather.

### Closure of the University

Should adverse weather conditions arise or be anticipated that would make it inadvisable to operate the university on a given day, the president may, at his discretion, close the institution (i.e., cancel all classes and on-campus activities at all campuses). In the event of either a full- or partial-day closure, notification will be provided to the following radio and television stations: WDAD Radio-1450 AM (Indiana), WCCS Radio-1160 AM (Homer City), WJAC-TV (Johnstown), KDKA-TV and KDKA Radio-1020 AM (Pittsburgh), and WTAE-TV and WTAE Radio-1250 AM (Pittsburgh).

### Cancellation of IUP-Sponsored Activities or Events in the Absence of University Closure

Should adverse weather conditions arise or be anticipated that would make it inadvisable to conduct an IUP-sponsored activity or event on a date when the university otherwise remains open, the sponsoring unit/department has the option to cancel or postpone the function. The sponsoring unit/department also assumes responsibility for notifying event participants of the cancellation/postponement in an appropriate and timely manner.

## INDIVIDUAL COURSE WITHDRAWAL POLICY

*Effective June 1, 1995*

An undergraduate student is permitted five Individual Course Withdrawals at IUP. Exceptions for unusual circumstances, if any, will be by letter of petition to the dean of the student's college, with appropriate documentation of the circumstances.

Individual Course Withdrawals may be processed only during the first two-thirds of the term. Instructors are required to inform students of their standing in class prior to this time. A student wishing to withdraw from a course after the deadline may request a waiver by filing an Emergency Late Course Withdrawal Request through the office of the dean of his/her college. Approval is contingent upon documentation of exceptional events of a catastrophic nature that could not have been anticipated.

At the time of implementation, each continuing student will have five additional individual course withdrawal options, without regard to the number of his/her previous course withdrawals. **Check carefully before you use a withdrawal privilege.**

Undergraduate and graduate students may both use the computer to withdraw individually from individual courses. Learning Center students must contact the Learning Center to receive individual course withdrawal approval.

Students may begin using the computer to withdraw from a course after the official drop/add period has closed. At the two-thirds point for each semester, students may no longer individually withdraw from individual classes.

Undergraduate students may initiate a complete university withdrawal only by going to the Advising and Testing Center; graduate students must see the Graduate School to initiate a complete university withdrawal. There is no withdrawal limit for graduate students; undergraduate students who initiate a complete university withdrawal will not have any of these courses count toward their five-individual-course-withdrawal limit.

## INVOLUNTARY WITHDRAWAL POLICY

The university community occasionally faces the problem of students who pose a threat to themselves or others, who are unable to cope with their own needs, or who create a pattern of extreme disruption. If such behavior constitutes a violation of university rules and regulations, the case will be referred to the University Judicial System for action.

If the student's behavior occurs in the absence of any violation of rule or regulation, the vice president for Student Affairs will investigate the situation and the effect of behavior on the

"I remember when the dean of Women told the female Freshman Orientation that we would pay cab fare for both of us to return to campus if she caught any female in shorts or slacks at any place other than on the way to play tennis on ISTC's court!" Mrs. Rosemarie R. Leaman, Class of 1959

student and the university community. The vice president may require a personal interview with the student. If, as a result of this investigation, the vice president determines that the student's withdrawal from campus may be necessary, he/she will recommend withdrawal to the student. If the student will not withdraw voluntarily, the vice president may consult with the Committee on Involuntary Withdrawal to advise him/her in the disposition of the case. The committee will consist of the student's dean or department chairperson and a representative from both the Health Center and the Center for Student Development. Neither representative should have had direct professional contact with the student. The committee will recommend to the vice president a course of action which may include involuntary withdrawal of the student from campus with conditions for readmission.

Students who leave campus under the above conditions, either voluntarily or involuntarily, will be readmitted to the university only after being cleared by the vice president for Student Affairs with concurrence of the dean of the college in which the student is enrolled. Permission for readmission will typically be based on the student's demonstrating a period of stable behavior outside the university and may require a statement from a physician, psychologist, or other qualified professional that the student is ready to return and cope with the stresses of university life. Conditions for follow-up services may be required as part of the readmission decision.

It is understood that involuntary withdrawal for a student from the campus will be undertaken as a last resort. Every effort will be made to help the student understand the consequences of his/her behavior, make responsible decisions, and develop skills that will allow him or her to function in the IUP community.

## LATE PAYMENT FEE POLICY

The university mails semester bills to all students approximately eight weeks prior to the first day of classes. Two payment options are available. A student may pay the bill in its entirety or enroll in the university's installment payment plan (see the installment payment plan brochure for complete details). A delinquent balance from previous semesters or sessions must be paid in total and will not be included in the calculation of "net fees." Students opting to take advantage of the university's installment payment plan will be charged a minimum fee for enrollment in the plan. Payments must be made as specified or the account will incur late charges. Students enrolled in the monthly payment plan will be charged \$10 for each payment missed to a maximum of \$50. All students (except those on the eight-payment plan) with a balance at the midsemester point will receive a billing statement. If a student's midsemester bill is not paid in full by the due date contained on the midsemester bill, a Late Payment Fee will be assessed in the following manner:

Balance Due	Late Payment Fee
\$0-\$24.99	None
\$25-\$49.99	\$10/Day, Max. \$10
\$50-Up	\$10/Day, Max. \$50

The maximum late fee will be assessed each semester/session as long as the student's account remains in a delinquent status. Students will be charged a late payment fee if they have not paid their bills on or before the due date stated on the bill. The late payment fee can be waived by the treasurer or the vice president for Finance when the circumstances warrant it.

## LIBRARY POLICY

- 1. Books are charged for circulation on each student's I-Card through a computer process.
- 2. All circulating materials have a loan period of three weeks. A charged item may be renewed if no one has requested it. It must be brought to the circulation desk for renewal.
- 3. Fines for general overdue materials, except reserve materials, are posted in the library. The following schedule applies for all overdue reserve materials:

Overdue one hour \$1	Overdue five hours \$5
Overdue two hours \$2	Overdue more than five hours \$8
Overdue three hours \$3	Maximum fine per day \$8
Overdue four hours \$4	
- 4. If it is necessary to return library materials at times when the library is not open, the book drop at the main entrance may be used.
- 5. Media Resources follows the same basic policies as outlined above, except the materials are circulated from and returned to the Media Resources area.
- 6. Eating, drinking, and smoking are strictly prohibited in all areas.

## POLICIES AND REGULATIONS GOVERNING STUDENT ORGANIZATIONS

### Statement of Relationship of General Fraternities and Sororities

#### Introduction

Since 1914, IUP has acknowledged that general fraternities and sororities can be a valuable component of the undergraduate experience. Fraternal organizations maintain, as their primary purpose, the enhancement of the student learning and growing process through activities encouraging leadership development, organization management, interpersonal and group dynamics, social awareness, philanthropic spirit, university loyalty, and career orientation and development, thereby earning them the privilege of university recognition.

A recognized general fraternity or sorority can complement the curricular and cocurricular aims of IUP by enhancing opportunities for personal development of its members and providing significant contributions to the campus and community environments. If the group is successful in meeting these goals, the fraternal organization has fulfilled its purpose of providing members with the potential of a positive cocurricular experience.

To strengthen their positive presence and to ensure the continued contributions of its recognized general fraternities and sororities, IUP has adopted the *Statement of Relationship of General Fraternities and Sororities*. The statement details the relationship between each general fraternal organization and the university in terms of definition, obligations, benefits, and accountability. The statement details the criteria and means by which the potential of the membership experience is measured and reinforced.

The issuance of recognition by IUP to any organization or activity is not to be necessarily taken as approval by the university or agreement with any particular point of view that might be expressed by the organization, nor is it to be taken as approval of any or all activities in which the organization engages. The university does not, by issuing recognition or approval, assume responsibility for any damages that might arise from expressions or activities of student organizations.

#### University Recognition

##### A. Definition of a Fraternity or Sorority

A general fraternal organization is defined as:

A chapter of undergraduate men and/or women which has been chartered by a National Interfraternity Conference, National Panhellenic Conference, or National Pan-Hellenic Council member organization and which satisfies the university criteria for recognition as defined within the statement. The organization maintains goals which are articulated by the chartering national sponsor, and these goals are interpersonal/fraternal rather than exclusively or primarily honorary, professional, religious, political, or social in nature. A recognized chapter and its chartering national organization maintain a fraternal ethos of high ideals, principles, and values as

"I remember when Keith School was a lab school. Education majors student taught the college profs' children."

Mr. John E. McDermott, Class of 1959

enshrined in esoteric ritual and embodied in mission and practice consistent with the aims of the university.

**B. Purpose and Statement of Relationship**

University recognition is granted to a chapter which contributes to the educational mission of IUP as defined by the statement. The university maintains the burden of proof to demonstrate that the chapter is not contributing to the educational mission of IUP, as determined through the formal hearing procedures defined by the statement, should the withdrawal of recognition be considered.

University-recognized general fraternal organizations remain independent of the university and do not serve as agents or employees of the university. University recognition and accompanying benefits should not be misinterpreted as meaning that the chapter and its members are controlled by the university, that the university is responsible for the chapter's contracts or other acts or omissions, or that the university approves of the chapter's goals or activities in total.

Through recognition, the university enters into an agreement with each chapter only within the basic parameters applied to university recognition of any organization. There must be

1. Commonality with IUP goals and standards
2. Adherence to university rules and regulations
3. Mechanisms for accountability
4. Provisions for the withdrawal of recognition should goals diverge or standards decline in ways that would expose the university to liability and/or should the chapter fail to provide the members with a positive educational experience as defined within this statement

When Greek-letter organizations exist and operate with university recognition, the statement describes the relationship between the university and the chapter.

A complete copy of the *Statement of Relationship* can be obtained from the Office of Student Activities and Organizations.

*This policy was approved by the University Senate on September 10, 1991.*

## **PREMATRICULATION IMMUNIZATION REQUIREMENT**

As of fall semester, 1991, IUP requires documentation from new freshmen and transfer students of all immunization dates. This includes the following vaccines: measles, mumps, rubella, tetanus-toxoid, diphtheria, and polio. This documentation can take the form of

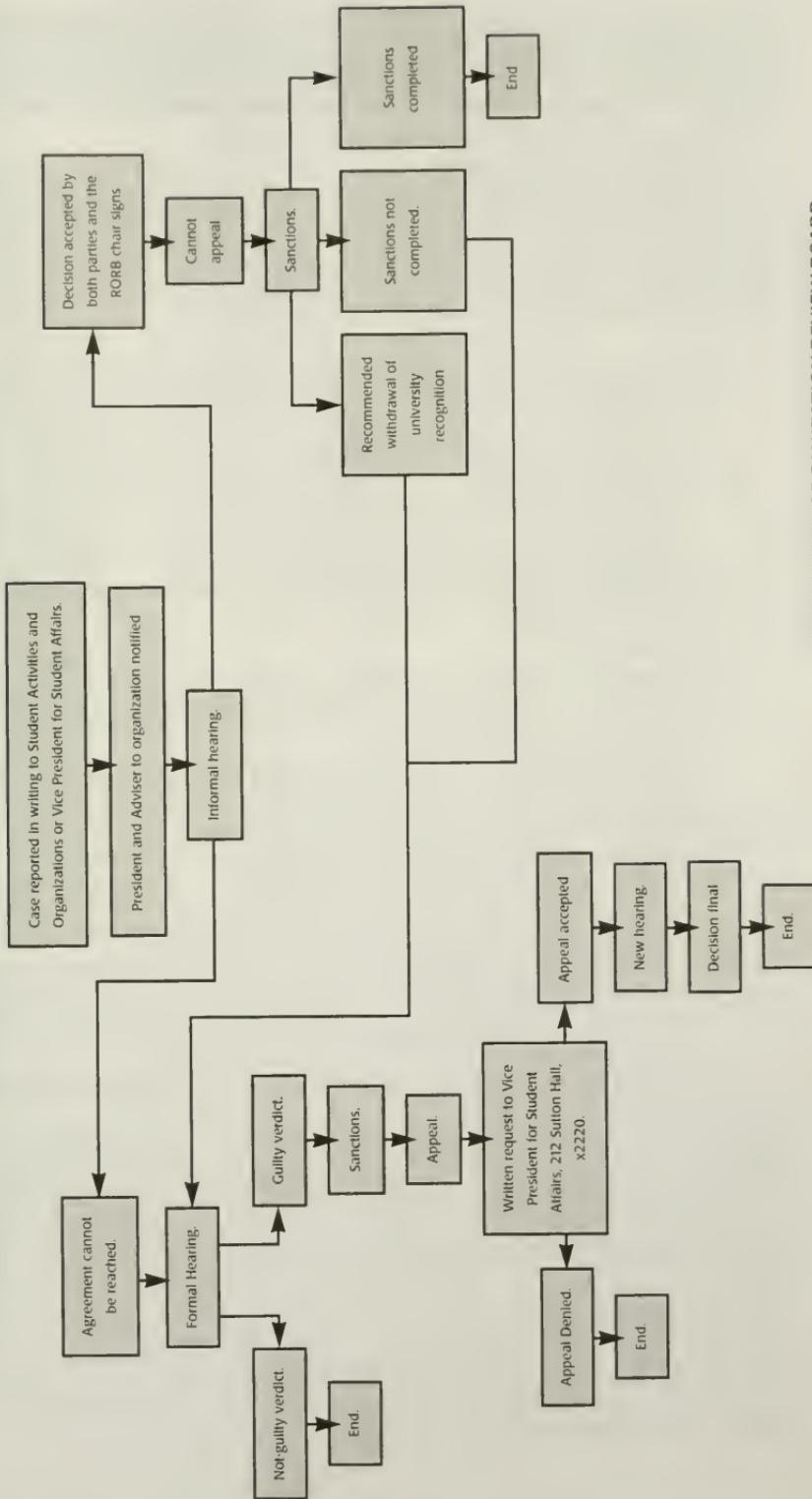
1. dates of vaccinations by the health care provider who gave them
2. date of illness with the disease diagnosed by a physician
3. serum antibody level as determined by a blood test

In addition, individuals who were born after 1956 should receive a measles immunization prior to entering college. This may be a second measles immunization or the first vaccine within six months of entering college. A tetanus immunization must also be updated every ten years.

If a student is not adequately immunized, he/she will be allowed to enroll and attend classes during his/her first semester with the understanding that his/her second semester enrollment may be contingent upon obtaining necessary immunizations and documentation of immunity.

The University Health Service will provide new students with a Student Health Form on which to document immunization status. Questions or requests for information about medical or religious exemptions to this policy should be directed to the University Health Service at (412)357-6475.

## Recognized Organization Review Board Violation Procedure



"I remember when there was only one campus 'cop' - on foot.  
Mr. Jay L. Shaffer, Class of 1959

## RECOGNIZED ORGANIZATION REVIEW BOARD

### Operating Policies and Procedures

IUP has established procedures for the recognition of clubs, organizations, and independent intramural teams. The responsibility for granting such status has been delegated to the Rules Committee of the Student Congress (SC) and the Office of Student Activities and Organizations. The Recognized Organization Review Board (RORB) has been established to process alleged violations of university regulations and to resolve disputes involving recognized groups through both informal and formal processes.

#### I. Duties

- A. To make recommendations to the Senate Committee on Student Affairs (SCOSA) and the SC Rules Committee for changes to the RORB operating policies and procedures.
- B. To hear cases of alleged violations of university policy or regulations by recognized organizations and recommend, when necessary, appropriate sanctions to the director of Student Activities and Organizations (DSAO).
- C. To informally arbitrate: disputes which arise between organizations and their advisers; disputes between and within recognized organizations; concerns which arise regarding an organization's compliance with its constitution and/or by-laws or deviation from the purposes indicated at the time of recognition; and alleged violations of university policy or regulations by recognized organizations, as defined in Section V.

#### II. Board Membership

- A. Three students shall be appointed by the SC president-elect from the SC Rules Committee in the spring. The appointment begins the following fall semester and continues for the academic year. Two alternate members shall also be appointed from the SC Rules Committee.
- B. Three members of the Senate Committee on Student Affairs shall be appointed by the committee in the fall for a one-year term. Two alternate members shall also be appointed. The appointment includes two nonstudent members and one student member. The alternates must include one student member and one nonstudent member from the Senate Committee on Student Affairs.
- C. The director of Student Activities and Organizations (DSAO) will both chair and advise the RORB. In his/her absence the vice president for Student Affairs (VPSA) shall appoint an alternate to chair the RORB hearing. The chair will not be a voting member of the committee.
- D. Members of the board shall not be involved in hearing an alleged violation against an organization in which they hold membership or in which they are personally involved to a degree which reduces their objectivity, as determined by the chair. In this event, alternate members of the RORB shall serve for the hearing.
- E. To assure continuity, board members should continue until new membership is selected for the following year.

The list of offenses which follows is not to be taken to be exclusive as to the grounds that might lead to the issuance of discipline against a student. The university reserves the right to issue discipline to any student for any action (or any inaction in a situation where the student has a duty to act) that an ordinary, reasonable, intelligent college student knows or should know might lead to the issuance of discipline. This simply means that the university reserves the right to issue discipline for reasonable cause. Such discipline may include, but is not limited to, suspension, expulsion, or involuntary withdrawal from all or part of IUP's academic or other programs. The standard is objective, not subjective, and if an ordinary, reasonable, intelligent college student should have known that a particular action or inaction might lead to the issuance of discipline, the university still may issue discipline, even if the particular student who is charged with the particular offense did not know that discipline might ensue. It is to be understood that the provisions of this clause are incorporated by reference in any notice of misbehavior, so long as the notice fairly describes the act(s) or omission(s) with which the student is charged.

### III. Charges

- A. Charges of a violation of university policies or regulations or student behavior regulations can originate from any member or nonmember of the university community. If charges originate from a nonmember of the IUP community, the Office of the Vice President for Student Affairs may determine an appropriate designee to assist in the presentation of the case. The testimony of nonuniversity members may be used as in any hearing. Alleged violations involving breach of contracts, whether implied, assumed, inferred, verbal, or written contracts, between the student group and the contracting party shall not be within the jurisdiction of the RORB unless all the parties to the dispute are student groups.
- B. Members of the university community bringing the charge must report the case in writing to the director of Student Activities and Organizations or to the Office of the Vice President for Student Affairs. Such incidents must be reported no later than two weeks after the incident unless the Office of the Vice President for Student Affairs waives the requirement of notification.
- C. The president and adviser(s) of the organization shall be notified in writing of the specific charges and be given a minimum of seven (7) calendar days' notice prior to a hearing.
- D. The notification shall include, but not be limited to, the following information: the specific charge, the name of the person completing the charge, a brief summary of the allegations that constitute the charge, and the time, date, and place of the hearing. Should a recognized organization choose not to appear for a hearing, the case will be heard and adjudicated on the available information.

### IV. Informal Hearings

Disputes, mediation, and alleged violations normally referred to the RORB may be resolved through informal nonbinding arbitration, according to the following conditions and procedures:

- A. Informal arbitration is acceptable to both parties and the RORB chair.
- B. Both parties agree upon an RORB arbitrator chosen from the Recognized Organization Review Board. The RORB member chosen cannot be affiliated with either of the disputing parties. The RORB member chosen must be acceptable to the RORB chair and the chairperson of the SC Rules Committee. In order to provide continuity in the arbitration process, the associate director of Student Activities and Organizations may provide consultation and advisement to the RORB arbitrator.
- C. Following the completion of verbal discussion and resolution of the points of conflict, both parties accept all agreed-upon decisions, conditions, or sanctions and the length of time in which they will prevail. Except for withdrawal of recognition, the full range of sanctions available to the board may be considered. An informal arbitration document is completed detailing these agreed-upon decisions.
- D. The chair of the RORB receives the completed informal arbitration document signed by both parties and the arbitrator, then affixes his/her signature upon the document indicating acceptance. Any conclusions agreed upon will then be confirmed in writing by the DSAO to all involved parties. If mutually agreed-upon decisions and resolutions cannot be made, the grievances can then be filed by the offended party for a formal hearing before the RORB.
- E. Following signatures, any violation of or failure to comply with decisions or conditions reached through successful informal arbitration will be viewed as a violation of university policy. Sanctions will be levied accordingly in the event charges are filed and a guilty verdict is rendered through a formal RORB hearing.

"I remember when we were permitted to leave the dorm from 8 to 9 p.m. during the week."

Mrs. Mary M. Landis, Class of 1960

## V. Formal Hearings

### A. Procedures

1. A minimum of five members, excluding the chair, will constitute a board. A simple majority of affirmative votes is necessary for an action to occur. Board members must be present to hear all testimony. The chair is a nonvoting member.
2. The DSAO, in the chairperson role, has the following responsibilities:
  - a. To moderate the hearing and determine whether the board should request legal counsel.
  - b. To rule on any motions, objections, and challenges that may arise prior to or during the course of the hearing. The chair is free to consult with board members or legal counsel at any time in order to make rulings.
3. The DSAO in the adviser role will have the following duties:
  - a. To handle the administrative duties of the board, scheduling hearings, facilitating correspondence, keeping of records, etc.
  - b. To consult with the board on matters of policy and regulations.
  - c. To notify the involved parties of any sanctions or other penalties that may be imposed on them by board action.
4. Each involved party will be notified as to the individuals who may be sitting on the board. Any involved party, including the institution, may challenge the objectivity of a board member. The chair will determine if these challenges will result in the dismissal of the member being challenged. Alternate members will be available to fill such a vacancy. Members of the board may challenge one another.

In the event that either party challenges the chairperson, the Office of the VPSA will hear the challenge and rule accordingly. Any challenges filed against the chair must occur within five (5) calendar days of the hearing. If the Office of the VPSA rules favorably to the challenge, he/she will appoint an alternate chair.

5. Any party to the hearing may identify an adviser, who may be an attorney, to be present at the hearing. The adviser may only consult and interact privately with the "client."
6. The person filing the charge(s) must be present to offer evidence if that person's testimony is necessary for proper adjudication.

### B. Conduct of Hearings

1. The board shall make all rules reasonable and necessary for the orderly, fair, and efficient disposition of cases, including determination of briefing schedules and prehearing discovery by any party. Prehearing motions may be presented to the board in writing. The board shall determine the outcome of such motions by a majority vote.
2. Formal hearings shall be conducted in the following order:
  - a. Resolution of challenges to board members to sit at the hearing.
  - b. Decisions on prehearing written motions.
  - c. The party filing the charge(s) presents its case utilizing testimony and such other evidence as may be relevant to establish a sufficient case.
  - d. The accused organization may present such evidence as may be relevant to rebut the previous presentation or otherwise establish its innocence.
  - e. The board may allow further rebuttal by either party.
3. Parties will be afforded an opportunity for submission of testimony and other admissible evidence, including reasonable opportunity for examination and the cross-examination of witnesses. Board members, including the chair, may ask relevant questions of witnesses and spokespersons.
4. All formal hearings will be tape recorded. Copies of the records may be requested at the requesting party's expense. The board shall retain the recordings of the hearings and all other evidentiary material for a minimum period of two years following the final action.
5. The board shall not be bound by formal rules of evidence. However, all evidence must be inherently reliable. The following guidelines will be observed.

"I remember when the law would take the affidavit to John Sutton by midnight. But now they're in the file, you just pull it back."

Mr. Peter S. Lanza, California

- a. Hearsay evidence shall not be used as the exclusive basis to establish any fact necessary to determine guilt or innocence.
- b. An organization's previous disciplinary record shall not be used to determine whether a rule violation occurred in a current case. However, the board may consider such a record to determine the appropriate disciplinary sanction.
- 6. All formal hearings are open unless either party requests a closed hearing. Such a request must be made in writing to the DSAO no less than one (1) working day before the hearing. Throughout the hearing, the chair may regulate the access of spectators. The chair shall have the power to do what is necessary to maintain decorum during the hearing. The board may, by majority vote, order the removal of any person or persons who disrupt the hearing.
- 7. During exams, only informal arbitration may take place, except in special circumstances or emergency situations as determined by the Office of the Vice President for Student Affairs.
- 8. If during or after a hearing it is determined that witnesses intentionally misrepresented the facts of the case in their testimony, they may be held in contempt of the board and referred to the University Judicial Board for failure to comply with the directives of a university official. If this misrepresentation is discovered after a hearing, the board will review the evidence to determine whether the case should be reopened and/or a new hearing scheduled.

#### C. Sanctions

- 1. **Probation:** A specified length of time in which repeated violations of any policy may result in increased sanctions against the organization; no additional sanctions are necessarily implied by the imposing of a probation.
- 2. **Mandatory Activity:** The required participation by the organization in specified group activity, service projects, educational programs, or other assignments.
- 3. **Financial Restitution:** The repayment of the monetary value of damages, losses, or injuries within a specified period of time as a result of a violation of policy.
- 4. **Social Limitation or Suspension:** A specific length of time in which the organization is denied formal or informal sponsorship of, or participation in, one or more of the following: inter- or intraorganizational social activities, formals, all-Greek or all-university events or activities, or any other event of a social nature.
- 5. **Intramural Suspension:** A specific length of time in which the organization may not participate in individual or team sports or the intramural league, earn intramural points, or receive any championship titles.
- 6. **Suspension of Recognized Benefits:** A specific length of time in which the organization maintains university recognition but is denied one or more benefits of recognition which may include, but are not necessarily limited to, the following: Student Cooperative Association funding; use of university or Co-op facilities, office space or property; bulk mailing services; and/or specified other benefits made available through recognition.
- 7. **Withdrawal of University Recognition:** A specified or indefinite length of time in which university recognition is withdrawn in whole or in part, or conditionally. The organization and any semblance of its membership ceases to function at the university, is denied all benefits of university recognition, and no longer falls under the jurisdiction of the RORB. For the organization, or any semblance of its membership, to regain university recognition it may be asked to demonstrate evidence of organizational changes intended to eliminate the potential for repeated violations of this policy.

#### D. Written Decision

Upon hearing all evidence, the board shall reach a decision based upon evidence sufficient to make reasonable people believe that a fact sought to be proved is more likely true than not. The board shall communicate its decision and sanctions, if appropriate, to the DSAO, who will then provide a written decision and notification of sanctions to the organization's president and adviser(s) and the

"I remember when the townspeople called the dean of Women to complain that the coeds weren't wearing hats to church."

Mrs. Nancy Mechling Johnson, Class of 1961

person bringing the charge(s) within ten working days. The DSAO may modify sanctions if he/she believes this action to be appropriate.

#### E. Appeals

1. Upon receiving the results of a hearing, either party may appeal the decision of the board for the following reasons:
  - a. Denial of a fair and reasonable hearing.
  - b. New evidence (this applies only when there is an acceptable reason why the evidence could not be presented at the original hearing).
  - c. Inappropriate sanction.
2. If either party wishes to appeal the decision, it must submit a written request listing the reasons for the appeal to the Office of Vice President for Student Affairs within six working days after the decision is rendered. The Office of Vice President for Student Affairs will determine whether it will hear oral argument on an appeal or consider it solely on written material. If sufficient grounds are found, a new hearing may be arranged before an appellate committee chaired by the Vice President for Student Affairs or designee and consisting of one member of the SC Rules Committee and one member of the SCOSA. Members of the board and adviser who heard the original case may not serve on this appellate committee. Furthermore, two of the three members of this appellate committee must agree to any changes that would be made to the board's original decision and sanctions.

In the event it is determined by the Vice President for Student Affairs, or the Provost, or any university official authorized by them to act in such a manner, such persons may modify the procedural provisions of these rules by the issuance of written orders to deal with particular unusual procedural situations, so long as: no such order shall contradict the rules of the Board of Governors of the State System of Higher Education governing due process for students; and, no such rule shall deny fundamental fairness to students by, for example, effectively constituting a denial of notice or opportunity to be heard. This provision applies to proceedings under the university's academic integrity policy and also to student disciplinary proceedings.

#### VI. Interim Boards

When time constraints prohibit the regular appointment of a review board (summer, final exams, or other nonclass periods, etc.), a three-person interim board including at least one student and one faculty or staff member may be appointed and convened by the director of Student Activities and Organizations (or his/her designee). The interim board has the same authority as the regularly appointed RORB.

#### VII. Summary Sanctions

In cases where allegations indicate an immediate and substantial danger to university persons or property, the Office of the Vice President for Student Affairs may summarily sanction an organization. Such summary sanctions may include withdrawal of university recognition.

- A. Within ten calendar days of the issuance of a summary sanction, an interim board will be convened to review the appropriateness of that sanction. This board may either continue or suspend the summary sanction pending a full hearing on the allegations.
- B. Following the interim board decision, procedures to arrange a full hearing shall begin. Such hearing should follow normal time frames, providing seven calendar days' notice of the hearing, and shall occur as soon thereafter as can be conveniently scheduled.

## REFUND POLICY

The university must engage its faculty, assign residence hall space, and arrange for dining contracts in advance of each term in accordance with the number of students who expressed their intent to be enrolled. When students withdraw from the university, they create vacancies which cannot be filled, and financial commitments for salaries and services by the university must be honored. The refund policy at Indiana University of Pennsylvania applies to all students enrolled in credit-producing programs at the university either full-time or part-time and is effective January 1, 1993. Any student canceling or withdrawing from his/her first semester/session should refer to Section 2.c.

### 1. Cancellation

Students who have made prepayments to the university, who are unable to attend classes, and who notify IUP prior to University Check-in or earlier are entitled to a full refund of all fees paid, less applicable advance deposits. To be eligible for such a refund, the student must notify the director of accounts receivable in writing prior to University Check-in. The director of accounts receivable will forward to the registrar copies of the cancellation notices, and the registrar will cancel the student's registration and notify the appropriate university offices. Students who use university residence halls and/or dining services the week prior to the start of classes and cancel will forfeit an amount equal to one week's fee for such services plus the full amount of any advance deposit payment.

### 2. Total Withdrawal from the University

Students who register for classes and then withdraw from the university on or after University Check-in are subject to the following:

- a. Undergraduate students withdrawing from the university must process such withdrawal through the Advising and Testing Center, Pratt Hall. Graduate students must withdraw through the Graduate School Office, Stright Hall. The official withdrawal date will be established by the Advising and Testing Center (undergraduate) or the Graduate School (graduate). Advance deposit payments or tuition shall be nonrefundable.
- b. Students totally withdrawing from courses, except for those attending their first semester/session at IUP, upon receiving approval from the applicable office (Advising and Testing Center or Graduate School), will forfeit a portion of the semester charges in accordance with the following schedule. A student attending his/her first semester/session will be entitled to a reduction of charges as outlined in Section 2.c.

Withdrawal on Calendar Day Basis	Percent of Student's Total Semester Charges Forfeited
University Check-in through 14 days	20%
15 through 21 days	30%
22 through 28 days	40%
29 through 35 days	50%
36 days or beyond	100%

The start of calendar days is defined as the first day of classes as scheduled on the university calendar.

Refunds for students receiving financial assistance from scholarships, loans, and/or grants will be returned to the source of aid in accordance with the provisions prescribed by the funding source.

"I remember when we drove like mad on Sunday nights to be on time for 10 p.m. check-in at the dorm after a weekend at home."

Mrs. Polly Pauline, Class of 1962

- c. First semester/session students who cancel prior to University Check-in are entitled to 100 percent of fees paid less applicable advance deposit. Students withdrawing during their first semester/session upon receiving approval from the applicable office (Advising and Testing Center or Graduate School) will forfeit a portion of the semester charges in accordance with the following schedule:

Time of Withdrawal	Percentage of Student's Total Semester Charges to be Forfeited
First Week	7%
Second Week	13%
Third Week	20%
Fourth Week	27%
Fifth Week	33%
Sixth Week	40%
Seventh Week	47%
Eighth Week	53%
Ninth Week	60%
Tenth Week and Beyond	No reduction

Students will be charged a full week of fees for any partial week of enrollment. Advance deposit payments shall not be refundable.

Students withdrawing during summer sessions will forfeit a portion of the session charges in accordance with the following schedule:

Time of Withdrawal	Percentage of Student's Total Session Charges to be Forfeited
First Week	20%
Second Week	40%
Third Week	60%
Fourth Week and Beyond	No reduction

- d. During summer sessions, returning students totally withdrawing from the university, upon receiving approval from the applicable office (Advising and Testing Center or Graduate School), will forfeit a portion of the total session charges in accordance with the following schedule:

Calendar Day of Withdrawal	Percentage of Student's Total Session Charges to be Forfeited
First class day through fourth calendar day	50%
Fifth calendar day and beyond	100%

- e. The associate provost will determine the official start of classes for each semester or session. Refunds to students enrolled in credit-bearing summer conferences, institutes, workshops, or tours of less than five weeks' duration will be granted a fifty-percent refund through the first day of the class (unless a no-refund policy is required by the sponsor).

3. **Individual Course Withdrawal**

A student may cancel an individual course(s) up to University Check-in by notifying the registrar in writing. If a student cancels a course(s) prior to University Check-in, no penalty will be charged and the student will receive a hundred-percent reduction of charges for the course(s) canceled. No reduction of charges will be made to full-time students who withdraw from individual courses after University Check-in.

Individual course withdrawal is defined as a reduction in class load but not total withdrawal from the university. Example: a student who registers for three courses and then withdraws from one or two classes but continues with the other class or classes.

Part-time students (undergraduate students who register for fewer than twelve credits and graduate students who register for fewer than nine credit hours) will forfeit a portion of the credit-hour fee in accordance with the following schedule:

Calendar Day of Course Withdrawal	Percentage of Student's Individual Instructional Fee to be Forfeited
University Check-in through 35 days	50%
36 days and beyond	100%

Reduction of charges will be granted only for the instructional fee. No reduction will be granted to students who drop and add a like number of credit hours. Reductions will be granted to students for individual course withdrawals during the summer sessions under the same basis as outlined under 2.d.

#### 4. Termination of Residence Hall or Dining Service Contract

##### a. Academic Year (Fall and Spring Semester)

1. **Residence Hall Termination**--Release from a residence hall contract is not granted except under those conditions outlined in the contract. Any student who meets the conditions for release and submits a written request for release to the Office of Housing and Residence Life through University Check-in will be assessed no forfeiture and will receive one hundred percent reduction of the room fee, less applicable advance deposits. Requests received after University Check-in will result in forfeiture of one week's room fee for each week, or portion thereof, the student is assigned to a residence hall. A week's rental charge is determined by dividing the semester room fee by the number of weeks in the semester. The specific date of release will be determined by the Office of Housing and Residence Life. The date a student moves into the residence hall should not be confused with University Check-in.
2. **Dining Service Termination**--Any student who is released from his/her Dining Service Contract by the Office of Housing and Residence Life through University Check-in will be assessed no forfeiture, and the student will receive a hundred-percent reduction of charges of the dining service fee, less applicable advance deposit. Any student who requests in writing to terminate his/her University Dining Service Contract after University Check-in and is granted a contract release from the Office of Housing and Residence Life will forfeit a portion of the semester charges according with the following schedule:

Date of Termination from Dining Service Contract	Percentage of Semester Fee to be Forfeited
University Check-in through 35th calendar day	50%
36th calendar day and beyond	100%

##### b. Summer Session

Once a student applies for and receives a housing and/or food service assignment, he or she must request in writing and obtain a release from that assignment from the Office of Housing and Residence Life in order to be eligible for a reduction of charges in accordance with the following schedule:

Date of Termination from Residence Halls/Dining Contracts	Percentage of Session Charges to be Forfeited
Check-in date* through fourth calendar day of classes	50%
Fifth calendar day and beyond	100%

\*The Office of Housing and Residence Life will publish the date students are to check into the residence halls for each summer session. The check-in date is the effective date of the student's contract.

#### 5. Other Provisions

No reduction of charges will be granted unless formal withdrawal procedure has been initiated through the Advising and Testing Center by the student at the point of withdrawal. Written and dated notice is required by the student or student's family in special circumstances, such as sickness, within thirty days of the student's withdrawal. In order to receive a reduction of charges for individual course withdrawal, documentation must be submitted to the Accounts Receivable office prior to the close of the semester or session in which the course was offered.

No reduction of charges will be granted by the university to students who are suspended or expelled from classes, residence halls, and/or dining service.

The Advising and Testing Center (for undergraduate students) and the Graduate School (for graduate students) may request exceptions to these policies when circumstances justify it. Example: death or medical reasons.

Students who are military reservists or members of the National Guard and are ordered to active military service by the President of the United States will receive a full reduction of charges for tuition. Other fees will be prorated.

"I remember when there were strict curfews, 10 p.m. class nights, and 'housemothers' patrolled Sutton Hall lounge on the lookout for 'excessive intimacy,' i.e., sitting too close together or without both feet on the floor."

Dr. Gary Clabaugh, Class of 1962

The Accounts Receivable Office, Administrative Annex, is responsible for implementing this refund policy. Students who wish to appeal the decision rendered by the Accounts Receivable Office may do so through the treasurer to the vice president for finance.

## SCHEDULING UNIVERSITY FACILITIES

The scheduling of all university facilities except Fisher Auditorium will be made through the Scheduling Center, G8D Sutton Hall (Ext. 2652 or 2653). The Scheduling Center will obtain clearance from the following to schedule the facilities listed below: *Ackerman 110* (dean, College of Health and Human Services), *Cogswell Auditorium* (chairperson, Department of Music), *Pierce Hall* (chairperson, Department of Military Science), *Pratt Lounge* (assistant vice president for Student Affairs), *Sutton Hall Board Room and Private Dining Room in Foster Hall* (Office of the President), *Memorial Field House and Zink Hall* (athletic facilities coordinator), *Field House Pool and Zink Hall Pool* (director of aquatics). See section on Scheduling of Fisher Auditorium.

Note: If you intend to use a facility for an event requiring a special set-up (chairs, lectern, tables, etc.) you must arrange for the set-up with the maintenance office in Robertshaw (ext. 2710). Determine the time Maintenance will need before and after your event for set-up and clean-up and be sure your facility is reserved for this period as well as for the event. If your event will include food service, you are responsible for making these arrangements with IUP Campus Dining in Foster Hall (ext. 2570). Food service will also handle your set-up requirements unless set-up requires moving furniture from one building to another. In that case, you must request help from Maintenance. Sound system, audiovisual equipment, and/or additional sound equipment must be secured from Media Resources, ext. 2460.

## POLICY FOR UNIVERSITY AGENCIES AND GROUPS

- A. Colleges, schools, departments, offices, and other university agencies are given priority for scheduling all university facilities, without cost, when used for university business. In addition, these agencies will have top priority for scheduling the facilities that were constructed primarily for their use. However, since the university reserves the right to schedule use of facilities in a manner which best serves the interests of the entire university community, other activities may be scheduled into those facilities.
- B. Requests will also be considered from groups or organizations officially recognized by the university. Such requests should bear the signature of the organization's adviser. When approval is granted, it is given with the understanding that the activity will be carefully supervised by the adviser and other representatives of the organization. The adviser and the organization will be responsible for control of the activities, for any damage to the facility, and for costs to provide adequate custodial and security support when required.
- C. Student organizations charging an admission fee or requesting a donation must secure authorization from the director of Student Activities and Organizations at least three weeks prior to the event in order to confirm the reservation for a facility.
- D. In order to partially defray overhead costs, the university will assess a charge of twenty-five percent of the facility usage fee. This charge will be assessed only when a university group utilizes the facility for a fund-raising activity of a nonacademic nature.
- E. To the maximum extent feasible, users should submit their requests for the use of facilities to the Scheduling Center prior to the beginning of each fall, spring, and summer session. When maintenance work is required, requests should be submitted at least ten working days prior to the event. When maintenance is not required, submit requests at least three working days prior to the scheduled event. If your event is canceled, please notify the Scheduling Center immediately.
- F. Academic use, i.e., scheduled courses and examinations, shall be given first priority in facility scheduling (except for Fisher Auditorium).
- G. Activities that have normally occurred at the university on a regular basis and are open to the entire academic community shall receive priority over other events.
- H. Activities should normally be scheduled into the kind of facilities for which they were constructed. Auditoriums such as McVitty, Cogswell, and Beard are to be scheduled on a priority basis with academic functions being considered first. Pratt Auditorium and Fisher Auditorium were developed for other university activities, and these should be given top priority.

- I. The Student Cooperative Association and the Foundation for IUP are considered university agencies for the purpose of scheduling university facilities. When university facilities are utilized for camps sponsored by the foundation, a facility fee will be paid to IUP in accordance with Policies for Nonuniversity Groups. For residential groups, daily residence hall rates will be computed in accordance with the following formula: the established weekly room charge minus telephone cost, divided by seven.
- J. Nonacademic regularly scheduled meetings should be held in classrooms whenever possible.
- K. If any university person or group requests a facility for an activity (for example a regional, state, or national conference), this request must receive the approval of the School of Continuing Education before processing by the Scheduling Center.
- L. Social and cultural activities will generally be scheduled on a first-come, first-served basis. The Scheduling Center will have the authority to schedule an activity into a facility which it deems most appropriate for such activity. Requests of this nature must normally be submitted to the Scheduling Center no later than the first day of the fall, spring, and summer sessions. Other requests will be considered according to the availability of space.
- M. A university person or group may not act as a sponsor for a nonuniversity organization for the purpose of avoiding the fee payment as outlined on the charge list for nonuniversity users. Any known violation of this policy will result in a post-fee assessment for such use and the likely denial of future requests.
- N. The university reserves the right to disallow the use or reuse of a facility if it is abused.
- O. Specific policies exist concerning the use of the Blue Room, East Parlor, Gorell Recital Hall, Fisher Auditorium, and Flagstone Theater. Information on these policies and procedures as well as details of the policy for nonuniversity groups can be obtained from the Scheduling Center, G8D Sutton Hall.

## **SEXUAL HARASSMENT POLICY STATEMENT AND GRIEVANCE PROCEDURE (IUP)**

### **Interim Sexual Harassment Policy Statement**

1. **Purpose:** To announce the establishment of a policy on sexual harassment for the university.
2. **Scope:** The policy includes all sexual harassment as defined below and is intended to apply to the entire university community.
3. **Objectives:** The Sexual Harassment Policy defines sexual harassment; establishes a process by which allegations of sexual harassment will be reviewed; and makes clear to the university community the commitment of the university to the elimination of all forms of sexual harassment.
4. **Policy:** IUP affirms that sexual harassment is a violation of basic human rights, inconsistent with the purpose and principles of an academic community. Sexual harassment of students and employees is unacceptable conduct and will not be tolerated.

Any university community member who engages in sexual harassment is subject to the disciplinary process appropriate to his/her classification as an employee or student.

The right to confidentiality of all parties involved in a sexual harassment complaint shall be strictly adhered to insofar as it does not interfere with the university's legal obligation to investigate allegations of misconduct and to take appropriate corrective action.

IUP prohibits retaliatory action against individuals filing either informal or formal complaints of sexual harassment. Nothing contained in this policy protects an individual who maliciously makes false accusations. While seeking to protect those whose dignity might be compromised, it must be emphasized that false accusations of sexual harassment will not be tolerated.

5. **Definition:** Sexual harassment is a form of sex discrimination that is reprehensible and unlawful. Title IX of the education amendments of 1972 prohibits sex discrimination in employment.

Sexual harassment is defined as

- a. making unwelcome sexual advances

"I remember when we left our rooms after required study hours (from 7 to 9) to go to Whitmyre Hall to dance for an hour."

Dr. Ronald F. Pauline, Class of 1964

- b. requesting sexual favors
- c. verbal or physical conduct of a sexual nature--when submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or education
- d. verbal or physical conduct of a sexual nature--which has the purpose or effect of unreasonably interfering with an individual's academic, personal, or professional performance
- e. verbal or physical conduct of a sexual nature--which has the purpose or effect of unreasonably creating an intimidating, hostile, or offensive educational, social, or work environment
- f. basing employment or academic decisions upon a person's submission to or rejection of verbal or physical conduct of a sexual nature

Sexual harassment occurs in a variety of situations. Many of these situations have two circumstances in common:

- the inappropriate introduction of sexual activities into relationships of unequal power
- an element of coercion--so that compliance with requests for sexual favors becomes a criterion for granting employment or academic benefits.

Sexual harassment may also involve relationships among equals. In these cases repeated sexual advances or demeaning verbal behavior have a harmful effect on one's ability to study, live, or work within the academic community.

6. **Responsibilities:** It is the responsibility of students, faculty, and staff members to report complaints of sexual harassment.
7. **Procedure:**

#### **Step I - Informal Meeting**

A primary purpose of the complaint process is to attempt to resolve the complaint at the earliest possible time. An individual who believes he/she has been sexually harassed may attempt to stop the unwanted attention by informing the offending party that his/her actions or attentions are offensive and firmly asking that the actions or attentions cease.

If this request does not stop the harassment, or if the offended person prefers not to approach the offender, corrective action may be pursued through the following procedures.

#### **Step II - Investigation Procedures**

The offended individual (student or employee) should report sexual harassment to the designated individual within each university division.

Students who are uncertain as to which university division is correct for reporting incidents of sexual harassment should contact the Student Affairs office, 215A Sutton Hall. The Student Affairs office will direct students to the appropriate division.

*If the alleged offender is a member of the*

*Academic Affairs Division, report the complaint to Evelyn Mutchnick at 204 Sutton*

*Student Affairs Division, report the complaint to Rhonda Luckey at Pechan Health Center*

*Finance Division, report the complaint to Barbara Ritts at G-27 Stright*

*Administrative Division, report the complaint to Pam Froelicher at Robertshaw*

*Institutional Advancement Division, report the complaint to Karen Gresh at 322 Sutton*

The division designee will notify the director of Human Resources, who will advise on procedures and required action for investigation and response.

Complaints will be investigated as promptly as practicable. If misconduct has occurred, effort shall be made to ensure that timely disciplinary actions shall be taken in accordance with collective bargaining agreements and university policy. The complainant, upon request, will be provided with appropriate assistance and support.

#### **Step III - Formal Written Complaint**

If the complainant is not satisfied that the situation has been successfully resolved, he/she may contact the director of Human Resources to file a formal written complaint. The complaint will be investigated and a report of the findings will be sent to the president. Upon review of the findings, the president (or designee) shall take

"I remember when we had room inspections and were campused (grounded) if our rooms didn't pass inspection."

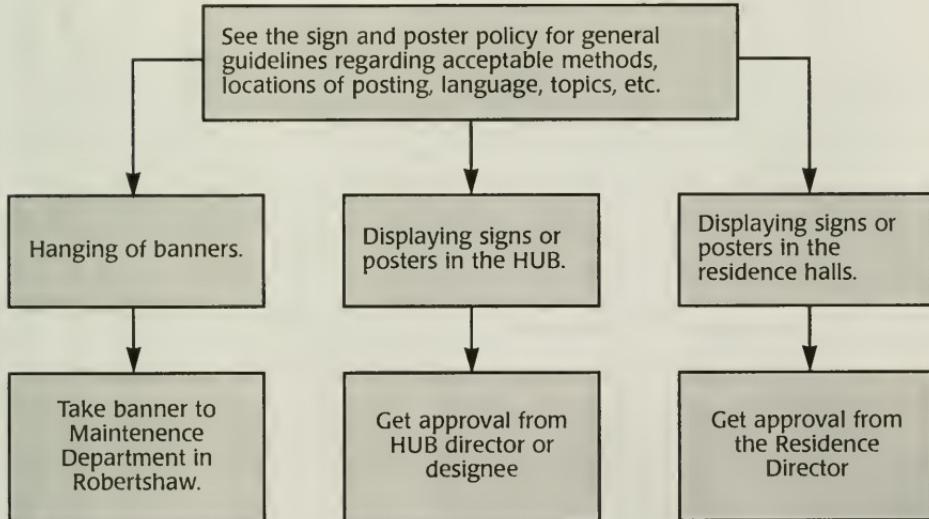
Mrs. Carol MacCannan, Class of 1964

appropriate action consistent with university policy and collective bargaining agreements.

Disciplinary action may include the termination of employment or dismissal from the university.

Questions regarding the Sexual Harassment Policy or complaint procedures may be directed to the director of Human Resources, G-30 Sutton Hall, IUP. *This policy was approved by the University Senate on May 1, 1990, and announced as the interim policy on May 18, 1990.*

## Sign and Poster Posting Procedure



### SIGN AND POSTER POLICY

The following rules and regulations govern the display of signs, posters, notices, and banners affixed on university-owned or -operated property and on property under the ownership and/or supervision of the Student Cooperative Association. It is the responsibility of the individual, group, or organization to become familiar with these guidelines and regulations. The following guidelines have been developed in order to encourage the advertising of activities and events while preserving the attractiveness and general condition of campus and Co-op properties.

#### A. General Guidelines

1. Posters and signs shall be placed on bulletin boards or notice boards but shall not be placed on top of existing current notices.
2. All posters must indicate an event date or expiration date so that appropriate staff members may remove signs in a timely manner.
3. Masking tape must be used to affix signs and posters. The use of thumb tacks or staples is permitted only on cork-type bulletin boards.
4. Signs or posters shall not be placed on any glass area of the university, including

"I remember when the calculators we used were called slide rules."  
Mr. John Busovicki, Class of 1965

windows, doors, or partitions. Signs or posters shall not be placed on exterior building walls. Signs or posters are not to be placed on any glass which covers bulletin and/or notice boards.

5. Signs or posters shall not be affixed to trees or other plant life on campus. Signs or posters shall not be affixed to park benches or trash receptacles on campus.
6. Banners may be posted in the Oak Grove by presenting the banner to the IUP Maintenance Department located in the Robertshaw Building. Banners are to be hung by maintenance staff personnel only.
7. Posters or signs found to be in violation of this policy will be removed by building and grounds staff and processed as appropriate through the President & Student Affairs.

**B. Relevant Policy Considerations**

1. The posting of signs or posters encouraging, promoting, or advertising alcoholic beverage consumption is prohibited (see IUP Alcohol Policy).
2. IUP is an equal opportunity/affirmative action institution. The posting of material that is insensitive to affirmative action issues (racism, sexism, etc.) is prohibited, and alleged violations should be referred to the Office of the Vice President for Student Affairs.

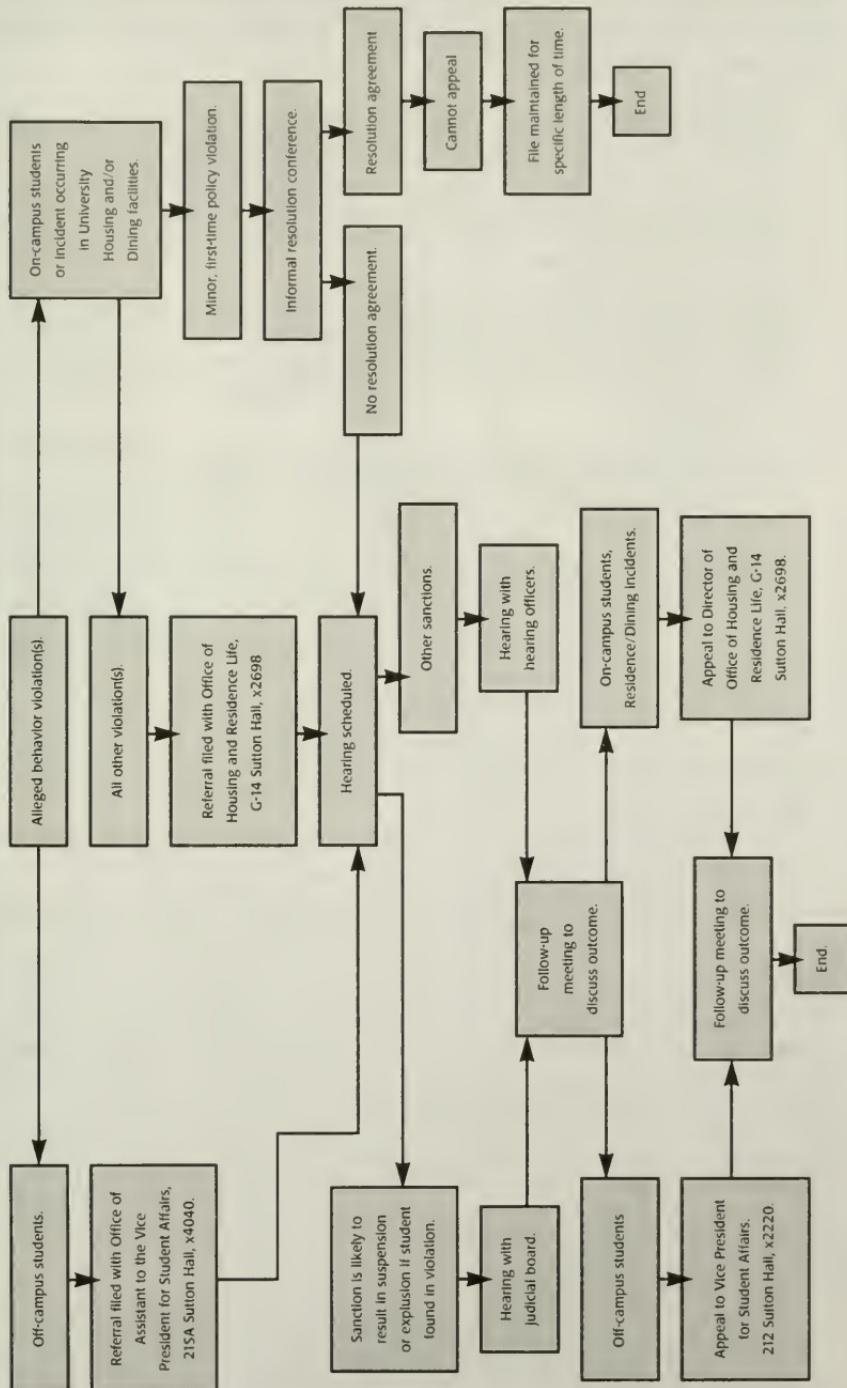
**C. Residence Hall/Apartment Guidelines**

1. The general guidelines listed above must be adhered to.
2. The posting of signs or posters within the residence halls/apartments is the responsibility of the specific residence hall director. A list of the residence hall directors can be secured from the Office of Housing and Residence Life (G-14 Sutton Hall). It is the responsibility of the individual(s) to secure approval from the residence hall director prior to affixing signs within a residence hall/apartment building.
3. Unapproved signs or posters will be removed by the appropriate staff member. Staff members are instructed to remove any poster or sign which does not adhere to the requirements listed above in "General Guidelines."

**D. Hadley Union Building (HUB)**

1. The Student Cooperative Association will reserve portions of bulletin boards for its own use and use by individuals, groups, associations, organizations, and corporations.
2. The HUB staff reserves the right to regulate the size and form of signs and/or posters.
3. Advance approval must be obtained from the HUB director or designee prior to the posting of signs or notices for any nonuniversity activity or enterprise.
4. Approval to place signs or posters in any location other than on bulletin boards must be secured from the HUB Front Desk.

## Behavior Violation Procedure



"I remember when as a business education student, in 1964, that women students had to wear a skirt or dress to attend class in McElhaney Hall. The motto was 'Learning to dress professionally is as important as learning the profession'."

Ms. Harriet Groomes, Student Payroll

## STUDENT BEHAVIOR

### A. Introduction

IUP is an academic community within the society at large. As a community, the university has developed a code of standards and expectations that are consistent with its purpose as an educational institution. IUP reaffirms the principle of student freedom, coupled with an acceptance of full responsibility for one's behavior and the consequences of such behavior. As a member of the academic community and of the larger society, a student retains the rights, protection, guarantees, and responsibilities which are held by all citizens.

The primary intent of this educational system is to create behavioral change in the student while also protecting the rights of the members of the university community. The judicial system of IUP exists to review alleged violations of university regulations and/or federal, state, and local ordinances. The system will hold the student accountable for his/her actions when IUP regulations or statutes have been violated.

### B. Definitions

1. The term "university" shall refer to the community of faculty, staff, and students at IUP, as well as to premises and facilities.
2. The term "student" shall include any person currently enrolled, in the process of registration, or who will be registered for an academic term, course, program, or activity at the university.
3. The term "faculty member" shall mean any person employed by the university who holds academic rank or performs teaching or research duties.
4. The term "staff member" shall mean any person employed by the university or the Student Cooperative Association who is not considered faculty.
5. The term "university premises/facilities" shall mean all buildings or grounds owned, leased, operated, controlled, or supervised by the university or the Student Cooperative Association.
6. The term "organization" shall mean a group of persons who have complied with university requirements for registration or recognition.
7. The term "university (sponsored) activity" shall mean any activity on or off campus which is initiated, aided, funded, authorized, or supervised by the university.
8. The terms "will" and "shall" are to be used in the imperative sense, not imparting a choice.
9. The term "may" is to be deemed permissive, imparting a choice.
10. The terms "Vice President for Student Affairs" and "Director of Housing and Residence Life" refer to individuals holding those positions or their designees.

The list of offenses which follows is not to be taken to be exclusive as to the grounds that might lead to the issuance of discipline against a student. The university reserves the right to issue discipline to any student for any action (or any inaction in a situation where the student has a duty to act) that an ordinary, reasonable, intelligent college student knows or should know might lead to the issuance of discipline. This simply means that the university reserves the right to issue discipline for reasonable cause. Such discipline may include, but is not limited to suspension, expulsion, or involuntary withdrawal from all or part of IUP's academic or other programs. The standard is objective, not subjective, and if an ordinary, reasonable, intelligent college student should have known that particular action or inaction might lead to the issuance of discipline, the university still may issue discipline, even if the particular student who is charged with the particular offense did not know that discipline might issue. It is to be understood that the provisions of this clause are incorporated by reference in any notice of misbehavior, so long as the notice fairly describes the act(s) or omission(s) with which the student is charged.

### C. Student Behavior Regulations

Although the primary function of the judicial system is to adjudicate violations by students which occur on campus, the university reserves the right to adjudicate violations by university students in off-campus locations when those violations might adversely affect the university community. The university maintains the right to amend its rules and to make such amendments effective immediately upon appropriate public

notification of students. The following actions and/or behaviors are expressly prohibited on university premises and facilities. It is the responsibility of each student to become familiar with these regulations.

**1. Unauthorized Entry/Unauthorized Use**

Attempted or completed entry into or use of university facilities, property, or equipment without authorization.

**2. Property**

- a. Possession of stolen university property or the property of any individual group or entity.
- b. Theft of university property or property of any individual group or entity.
- c. Destruction and/or damage to university facilities or to the property of any individual, group, or entity.

**3. Event Registration: Facilities Use**

Violation of policies or regulations governing the registration of student organizations, events on campus, and use of university facilities.

**4. Alcohol**

- a. Possession and/or consumption of alcoholic beverages on campus except as provided in the University Alcohol Policy.
- b. Underage Drinking - possession, consumption, and/or sale or distribution of alcohol by or to persons under the age twenty-one.
- c. Excessive use of alcohol resulting in a state of intoxication that endangers oneself or other members of the community.

**5. Automotive**

Violation of Student Cooperative Association or university policies and regulations governing the possession or use of automobiles, motorcycles, or other motor vehicles on campus, or violations of parking regulations published by the University Police.

**6. Obstruction/Disruption**

Obstruction or disruption of teaching, research, administration, disciplinary procedure, or other university activities including its public service functions, or of other authorized activities.

**7. Abuse/Harassment/Sexual Assault**

- a. Abuse - Physical intimidation and/or assault, or conduct which threatens or endangers the health, safety, or well-being of any person or group. Abuse includes (but is not limited to) hitting, kicking, slapping, punching, pushing, and/or spitting on another person or persons.
- b. Harassment - Intimidation, invasion of privacy, or any threat to the well-being of a person or group which is communicated verbally, in writing, or through contact by telephone, computer, or a third party. Examples include (but are not limited to) harassment based on gender, racial/ethnic background, religious belief, sexual orientation, and physical disability.
- c. Attempted or completed sexual assault - includes (but is not limited to) rape, attempted rape, and/or inappropriate touching of another person. Rape is defined as sexual intercourse that is perpetrated against the will of the victim by a person or persons known or unknown to the victim.

**8. Drugs**

Possession, use, or distribution of controlled substances and/or paraphernalia containing evidence of such substance, except as expressly permitted by law.

**9. Disorderly/Obscene Conduct**

- a. Disorderly Conduct—behavior that disrupts or interferes with the orderly functions of the university, disturbs the peace and/or comfort of persons, or interferes with the performance of duties by university personnel.
- b. Obscene conduct—any behavior that would be considered lewd or indecent by a reasonable person.

**10. Noncompliance**

Failure to comply with the direction of an authorized university or Student Cooperative Association official and/or staff member acting in the performance of his/her duties. Failure to provide identification when requested to do so by a university or Student Cooperative Association official, including Resident Assistants and Student Managers. Failure to comply with the direction of any person responsible for a facility or registered function who is acting in accord with those responsibilities. (The previous persons must identify themselves and state the reason for a directive.) Failure to appear as a witness at a judicial hearing when

directed. Failure to fulfill any sanction(s) levied as a result of a judicial proceeding. Failure to meet with an authorized university or Student Cooperative Association official or staff member when directed to do so.

**11. Contractual Obligations**

Failure to honor all contracts with and debts to the university (including terms and conditions of the "Contract for Housing and Dining Services," the group houses contract, and the Student Cooperative Association).

**12. Firearms/Weapons/Explosives**

Possession and/or use of any weapon, which is any object used to inflict a wound or cause injury. Possession and/or use of firearms, ammunition, knives, BB guns, look-alike weapons, or explosives, such as fireworks or dangerous chemicals, except as authorized for use in class, in connection with university-sponsored research, or in another approved activity (provisions may be made to store firearms with the University Police).

**13. Safety**

Tampering with safety devices, such as alarm systems, fire extinguishers, exit signs, smoke/heat detectors, fire hoses, etc, and/or failure to conform to safety regulations, such as falsely reporting an incident, failure to evacuate facilities in a timely manner in emergency situations or in response to fire alarms, inappropriate use of the fire alarm system, overall safety.

**14. Arson**

Setting or attempting to set fire to or creating a fire on university-owned or operated property or on properties under the ownership and/or supervision of the Student Cooperative Association.

**15. Gambling**

Gambling as defined by Pennsylvania law.

**16. Dishonesty/Fraud**

Dishonest or fraudulent behavior, such as forgery, alteration, or misuse of university documents, records, or identification, including I-cards, or knowingly furnishing false information to university or Student Cooperative Association officials.

**17. Complicity**

Presence during any violation of university policies for Student Life in such a way as to condone, support, or encourage that violation. (NOTE: Students who anticipate or observe a violation of university policy are expected to remove themselves from participation and are encouraged to report the violation.)

**18. Other**

Students are expected to comply with federal, state, and local ordinances and other university regulations as prescribed in this handbook, the housing contract, the university catalog, or other official university publications.

**D. Jurisdiction**

Judicial referrals of alleged violations will be adjudicated in the following manner.

**1. The university judicial system shall adjudicate:**

- a. Cases involving alleged violations of university rules and regulations (excluding charges filed against recognized organizations).
- b. Appeals of department chairperson decisions involving academic dishonesty cases.
- c. Cases involving alleged violations of local, state, and federal rules, regulations, laws, and ordinances except when those violations occur within an on-campus residence facility or dining hall.
- d. Appeals of university hearing officer decisions which are accepted.

**2. The residence hall judicial system shall adjudicate:**

- a. Cases involving alleged violations of the "Contract for Housing and Dining Services."
- b. Cases in which alleged violations occur in an on-campus residence facility or dining hall.
- c. Cases (in or outside of university residence facilities or dining halls) that involve on-campus students, except for academic dishonesty.

**E. Adjudicator Structure and Selection**

In all judicial proceedings, the student accused of violating student behavior regulations will have his/her case heard before one of the following adjudicators:

**1. Hearing officers are designated by the vice president of Student Affairs for the university judicial system or the director of Housing and Residence Life for the residence life judicial system and are appointed by the President of IUP.**

2. A university or residence hall judicial board consists of a chairperson designated by the vice president for Student Affairs or the director of Housing and Residence Life, three faculty and/or staff members, and three students.  
A pool of prospective members for judicial boards is selected from faculty, staff, and student volunteers.
3. Special Interim Judicial Boards—the university reserves the right to establish special interim judicial boards appointed by the vice president for Student Affairs and/or the director of Housing and Residence Life to expedite adjudication of student disciplinary cases when it is inconvenient for the university or residence hall judicial board to convene. These boards, composed of one or more persons, are convened to hear cases under the following conditions:
  - a. An interim suspension has been issued
  - b. The case must be heard at times inconvenient for a judicial board to convene (for example, final exam week, vacation periods, summer school, etc).

Hearing officers, the university judicial board, the residence hall judicial board, and special interim boards have full delegated authority from the president of IUP to adjudicate student disciplinary cases. University legal counsel may be called upon, as deemed necessary by the vice president for Student Affairs, to provide assistance with selected cases.

## F. Procedures

### 1. Prehearing Procedure

- a. Charges of a violation can originate from any member of the university community and shall be reported to the appropriate university office (Housing and Residence Life or the Office of the Vice President for Student Affairs) within five class days of the incident unless justifiable circumstances, as determined by the vice president for Student Affairs or the director of Housing and Residence Life, make such notification impossible or impractical.
- b. The designated university official will review the case and determine whether the case should be adjudicated by the judicial system, and, if so, whether the case will be handled in an informal resolution conference or assigned to a hearing officer or judicial board.
- c. An accused student may participate in an informal resolution conference for minor first-time policy violations. An informal resolution conference involves a meeting between the accused student and an assigned adjudicator to discuss the charge(s). If the student and the adjudicator reach an informal resolution of the charges, an appropriate sanction will be issued and the matter will be closed.
- d. A judicial hearing will be scheduled under the following circumstances:
  - 1) If the accused student and the adjudicator fail to reach an informal resolution.
  - 2) If the adjudicator determines that the charges require further examination.
  - 3) If the outcome of the hearing may result in removal from/loss of housing, disciplinary probation, suspension, or expulsion.
- e. If a judicial hearing is scheduled, the accused student shall be informed of the alleged violation(s), the date(s), time(s), and location(s) of the violation(s) and a summary of the actions which led to the charge(s). Notification of charges against the student shall also include, but not be limited to, the following information:
  - 1) the date, time, and location of the hearing
  - 2) whether the case will be adjudicated by a hearing officer, a judicial board, or a special interim judicial board
  - 3) information regarding due process rights afforded the student prior to and during the hearing
- f. A student will be given a minimum of three calendar days' notice prior to appearing before the assigned adjudicator. In cases where the outcome of a hearing could result in suspension or expulsion, the student will be given a minimum of ten calendar days' notice between notification of the charges and appearance before the assigned adjudicator.
- g. The student may select an advocate to advise him/her at the judicial proceeding. The advocate may consult and interact privately with the accused student during judicial proceedings. The advocate is not permitted, however, to represent the accused student.

- h. A student may waive in writing his/her right to a hearing and accept one or more sanctions as determined by the adjudicator. The sanction(s) will reflect the severity of the current charge(s) against the student, as well as any previous disciplinary files. A student who waives his/her right to a hearing forfeits any right to appeal the sanction(s) as determined by the adjudicator.
    - i. Students who are considered an immediate or substantial threat to themselves, other, and/or property may be issued an interim suspension by the vice president for Student Affairs (see section "H. Interim Suspensions."
2. **General Guidelines for Judicial Hearings**—Students who do not participate in an informal resolution of the charge(s) against them shall participate in a judicial hearing. Guidelines used by hearing officers or judicial boards include:

  - a. The accused student shall have his/her case heard by an impartial adjudicator.
  - b. The student shall have a fair and reasonable opportunity to answer, explain, and defend against information and witnesses presented at the hearing, to submit written, physical, and testimonial evidence, and to call relevant witnesses to appear on his/her behalf.
  - c. If the student chooses not to appear before the assigned adjudicator, his/her case will be adjudicated based upon the evidence presented at the scheduled hearing.
  - d. All hearings are closed unless the student requests an open hearing in writing. However, the hearing officer or judicial board chairperson has the authority to make the final decision regarding access of spectators to the hearing.
  - e. A hearing officer or judicial board shall have the authority during judicial proceedings to hold an individual in contempt. Contempt is defined as disorderly or disrespectful conduct by participants or spectators in a hearing or the intentional misrepresentation of facts. Students found to be in contempt may be removed from the hearing and/or charged with violating applicable behavior regulations.
  - f. The student shall receive a written account of the decision of the adjudicator. A decision will be based upon evidence sufficient to make a reasonable person believe that a fact sought to be proved is more likely true than not.
  - g. The university will, for a reasonable period of time, maintain a written summary record and/or audiotape of the hearing. Accused students may request copies of this record but will be required to pay the cost of duplication.
  - h. The university reserves the right to disclose the results of a disciplinary proceeding against an alleged perpetrator of a crime of violence to the alleged victim(s) of that crime.
3. **Procedures for cases adjudicated by hearing officers**

  - a. A student may challenge the assignment of a specific hearing officer to his/her case. This challenge must be presented in writing to the vice president for Student Affairs or the director of Housing and Residence Life at least one working day prior to the scheduled date and time of the hearing. Upon reviewing the details of the challenge, the vice president for Student Affairs or the director of Housing and Residence Life will either uphold the challenge and appoint an alternate hearing officer and arrange a new hearing time or deny the challenge. Failure to act shall be deemed denial.
  - b. A hearing officer will withdraw from adjudicating any case in which s/he feels s/he cannot reach a fair and objective decision.
  - c. The hearing officer will review all material, hear all evidence pertinent to the case from the accused and all witnesses, clarify issues raised, render a decision based on the evidence presented at the hearing, and take all actions and make all rulings necessary and proper for the hearing.
  - d. Following the hearing, the hearing officer will schedule a time to meet with the accused student (if possible) to issue a decision and, if the student is found "in violation" of university rules, issue a sanction. This information is also presented to the student in writing.
  - e. A hearing officer's decision will be based on all evidence presented at the hearing. If the student is found "in violation" of university rules, all materials within the student's judicial file will be used in determining an appropriate sanction(s).

#### **4. Procedures for cases adjudicated by judicial boards**

- a. Any student appearing before a judicial board may challenge any member of the board sitting in judgment of his/her particular case. Upon hearing the details of the challenge, the judicial board will, by majority vote (challenged member not voting), either uphold the challenge and appoint an alternate member or deny the challenge.
- b. A judicial board member will withdraw from participating in any case in which the member feels that s/he cannot reach a fair and objective decision.
- c. The judicial board will review all materials and hear all evidence pertinent to the case from the referring party, the accused, and all witnesses. Members of the judicial board shall be free to ask relevant questions in order to clarify information or resulting issues.
- d. After hearing all the evidence, the board will privately make its decision and, if necessary, determine appropriate sanction(s). If the student is found "in violation" of university rules, all materials within the student's past and present judicial file shall be used in determining appropriate sanctions.
- e. The decision-making process is as follows:
  - 1) A majority vote of the judicial board members present shall be required for any decision. The chairperson shall vote only in the case of a tie.
  - 2) A quorum shall consist of four members in addition to the chair.
- f. Upon the conclusion of the hearing, the judicial board chairperson will schedule a time to meet with the accused to issue the board's decision and, if the student is found "in violation" of university rules, to issue the sanction(s).
- g. In cases where the judicial board recommends expulsion as the appropriate sanction, the chairperson will recommend the sanction to the vice president for Student Affairs, who will make the final determination.

#### **G. Sanctions**

- 1. Sanctions which may be imposed by the judicial board or hearing officers include:
  - a. **Disciplinary Warning:** A written warning may be given to the student that indicates that s/he has been found "in violation" of an IUP regulation and that failure to comply with IUP regulations in the future may result in referral to the judicial system to be handled as a second offense. A warning remains in effect for a specific period of time.
  - b. **Contract for Behavior Change:** A written agreement between the student and the university which is in effect for a specified period of time. Failure on the student's part to honor a contractual commitment to alter an inappropriate behavior pattern will be cause for referral to the judicial system as a second offense.
  - c. **Constructive or Educational Task:** A task which benefits the individual campus or community. This task can be given alone or in conjunction with another sanction.
  - d. **Disciplinary Probation:** Disciplinary Probation, which is for a specific period of time, is an indication that a student's status at the university is seriously jeopardized. During the probationary period, if the student is found in violation of another policy/regulation, a more serious sanction will be levied, including possible suspension or expulsion from the university.
  - e. **Disciplinary Removal from University-owned Housing:** This sanction removes a student from university-owned housing on either a temporary or permanent basis. The student forfeits his/her room or apartment fees for the balance of his/her housing contract. This is a more severe sanction usually taken in response to serious or repeated violations of university regulations or housing policies/regulations.
  - f. **Loss of Eligibility for University-owned Housing:** The student, whether currently living in university-owned housing or not, is denied future eligibility for university housing whether on a temporary or permanent basis. University-owned housing including all residence halls, Campus Towers, University Towers, and McCarthy Hall.
  - g. **Restitution:** A student may be required to pay for damages to property, including but not limited to, personal and university property, and/or for personal injury. Payment will be made under guidelines determined by the Office of the Vice President for Student Affairs or the Office of Housing and Residence Life.

**h. Letter to Parents or Legal Guardians:** The student's parents or legal guardians shall receive a copy of the hearing officer's or judicial board's decision. This shall not apply if the student is twenty-one years of age or older or if the student presents documentation to demonstrate independence (as defined in section 152 of the Internal Revenue Code).

**2. Suspension:** A student may be suspended from the university for a specific period of time, not to be less than the remainder of the current semester. Suspension requires that a student remove him/herself from university premises. S/he is not permitted to attend classes or social activities or to be present on university property during the period of suspension.

This sanction can be recommended to the vice president for Student Affairs or the director of Housing and Residence Life by a hearing officer or imposed by the judicial board, a special interim board, or the vice president for Student Affairs.

**3. Expulsion:** In a very serious case, or when a student who has previously been suspended from the university appears before a judicial board, the board may recommend to the vice president for Student Affairs that the student be expelled from the institution. Expulsion from the university is permanent dismissal.

Any sanction may be put on hold or "stayed" from implementation for a specified period of time to be determined by the hearing officer or judicial board.

Any reasonable sanction(s) may be imposed by a judicial board, hearing officer, or special interim judicial board. Sanctions not listed previously may be imposed, if reasonable, upon approval by the vice president for Student Affairs.

#### **H. Interim Suspension**

In a situation where it is determined that a student's continued presence constitutes an immediate threat of harm to the student, other individuals, or university property, the vice president for Student Affairs may suspend a student from the university pending final disposition of the case.

1. Within ten days of issuance of the interim suspension, unless circumstances warrant an extension, a hearing will be convened to review the circumstances of the suspension.
2. The hearing body will then continue the suspension or take other action based upon the evidence presented at the hearing. The burden of proof in interim suspension cases lies with the university and not the student.
3. If the interim suspension is not upheld, the student will immediately be reinstated and will be guaranteed the opportunity to make up academic work missed during the semester in which the suspension was imposed. It is the responsibility of the student to make arrangements with faculty members for completing missed work.
4. The president of the university and his/her designee has the authority to deny access to university premises and/or facilities to any individual not associated with the university who poses a danger to any member of the university community or to the property/facilities owned or operated by the university or who interferes with the orderly functioning of the university.

In the event it is determined by the vice president for Student Affairs, or the provost, or any university official authorized by them to act in such a manner, such persons may modify the procedural provisions of these rules by the issuance of written orders to deal with particular unusual procedural situations, so long as: no such order shall contradict the rules of the Board of Governors of the State System of Higher Education governing due process for students; and, no such rule shall deny fundamental fairness to students by, for example, effectively constituting a denial of notice or opportunity to be heard. This provision applies to proceedings under the university's academic integrity policy and also to student disciplinary proceedings.

#### **I. Appeals**

1. **Grounds for Appeal:** Upon receiving notification of the outcome of a case, a student or the referring party may appeal in writing for any of the following reasons:
  - a. Denial of a fair and reasonable hearing
  - b. New evidence (applies when there is an acceptable reason to explain why the evidence could not be presented at the original hearing)
  - c. Excessively harsh or cruel sanctions



**2. Procedure for appeal:**

- a. The student or referring party must present a written request with the specific reason(s) for appeal to the vice president for Student Affairs or the director of Housing and Residence Life within ten calendar days of notification of the decision. The ten-day requirement may be waived by the vice president for Student Affairs where extenuating circumstances prevail and only if the criteria included in "Appeals I.I." are met.
- b. The vice president for Student Affairs or the director of Housing and Residence Life may deny the appeal or direct the appeal to be heard by a Judicial Board, by a special interim board, or by another hearing officer. In cases where the vice president for Student Affairs or the director of Housing and Residence Life are presented with appeals for cases which have resulted in suspension, legal counsel may be consulted.
- c. Upon hearing an appeal, the Judicial Board, hearing officer, director of Housing and Residence Life, or vice president for Student Affairs may reverse the original decision, sustain the decision, reduce the severity of the sanction, or require that the case be reheard, provided that it is found that one of the conditions described in I.I. above has occurred.
- d. Appeals to decisions of the sanction of expulsion must be submitted to the Office of the President, and the president may consult with legal counsel in these cases.

**J. Records and Recordkeeping**

The Office of the Vice President for Student Affairs will maintain student disciplinary files, which contain all necessary and appropriate judicial correspondence, hearing officer and Judicial Board decisions, and other documentation pertinent to any cases involving the student. Scandalous, impertinent, and irrelevant material, or material deemed unnecessary, may be discarded at any time. Judicial files will be maintained as follows:

1. For cases in which the sanctions levied are suspension or expulsion, the files will be maintained for a minimum of two years from the date of final adjudication.
2. For all other cases, judicial files will be maintained at least until the student's graduation or termination from the university, or five years.
3. The university reserves the right to retain all disciplinary files for longer periods as may be deemed necessary.

**Note:** In cases where more than one sanction is applied, records will be kept according to the length established for the most severe sanction.

The university will not release a student's disciplinary records without the written consent of the student. The only exceptions to this guideline are those outlined in the Family Educational Rights and Privacy Act of 1974. (See IUP Student Records Policy.)

**K. Branch Campuses**

Subject to the approval of the vice president for Student Affairs, each branch campus shall establish a judicial system which is consistent with the principles and structure of the system as outlined in this document.

# POLICIES AND REGULATIONS GOVERNING THE STUDENT CO-OP

## 1. Co-op Recreational Park

- a. A facility owned by the Student Cooperative Association.
- b. Members of the association, recognized campus organizations, and the university have priority for scheduling university activities located at the Co-op Park.
- c. Details on usage policies and reservation forms are available at the HUB front desk.

## 2. I-cards

- a. The I-card serves as identification while at IUP and should be shown on demand to any regular representative of the university or the Student Cooperative Association. It is used for checking books out of the library, for cashing checks at the HUB bank, for use of HUB and IUP facilities, for checking out recreational equipment at the HUB or the Field House, for admission to all Student Co-op events, and for payment of fees at the Business Office. I-cards validated for meal plans are used to enter the dining hall facilities.
- b. The Co-op Store requires the presentation of the I-card when paying for purchases by check, when selling books back to the store, and when returning merchandise for refund or exchange.
- c. Students should be careful of the I-card and report its loss at once to the Hadley Union Building Front Desk. Alteration or misuse of the card is subject to fines up to \$25 and other disciplinary action.
- d. Students who withdraw from the university during any term will be required to turn the I-card in to the Student Cooperative Association office.
- e. The I-card is a permanent card, used for the duration of a student's career at IUP. It must be revalidated for each semester session. Damaged cards may be turned in and replaced for a fee of \$2. Lost I-cards will be replaced for a \$5 fee. New or replacement cards can be obtained at university check-in or at the HUB Front Desk.

## 3. Hadley Union Building

The following regulations apply to the Hadley Union Building (HUB) and premises:

- a. All regulations of the university apply at the HUB.
- b. The HUB is for the use of students, faculty, and staff of IUP and their registered guests.
- c. Any person may be required to show identification at any time to any employee of the university or the Student Cooperative Association.
- d. Entrance to the HUB may be restricted to I-card holders and their guests with guest passes for dances or other programs or circumstances. Guest passes may be obtained in advance at the Front Desk.
- e. There shall be no gambling in the HUB or on the premises.
- f. Possession or the use of alcoholic beverages or drugs in the HUB is strictly prohibited.
- g. Any student found in the HUB at any time in an intoxicated condition or under the influence of drugs shall be subject to disciplinary action.
- h. Any person who appears to be in violation of university regulations may be turned over to the University Judicial Board for appropriate action.
- i. Any person or persons who appear to be in violation of any federal or state laws may be turned over to the appropriate civil authorities for legal action.
- j. Anyone apprehended shoplifting in the HUB or the Co-op Store will be turned over to the civil authorities for legal action.
- k. Anyone apprehended for defacing or destroying property, such as walls, furniture, or windows, will be turned over to the University Judicial Board.
- l. No currently enrolled student may be denied the use of Student Cooperative Association facilities unless such privilege is removed by action of the executive director of the Student Cooperative Association, his/her designee, or the university judicial system. Such action on the part of the director must be reviewed by the university judicial system as soon as feasible.
- m. Areas of Student Cooperative Association properties designated as public areas may be reserved only for activities open to the entire university community. Meeting rooms in the HUB may be reserved for recognized campus organizations for private meetings.
- n. Policy on signs and posters: university students, staff, and organizations may place signs and posters on bulletin boards in the HUB. The HUB staff reserves the right to remove notices that are in poor taste.

- o. These regulations may be revised or others may be added by action of the Board of Directors of the Student Cooperative Association.

## STUDENT RIGHTS, FREEDOMS, AND RESPONSIBILITIES

### General Statement on Student Rights, Freedoms, and Responsibilities

The university commits itself to guaranteeing its students the rights discussed in the following paragraphs, insofar as 1) they do not contradict either state or federal statutes, all of which are binding upon IUP as a state-owned and operated institution, and 2) they are not incompatible with the instructor's freedom to teach.

#### A. Freedom of Access to Higher Education

All facilities and services at IUP are extended equally to all enrolled students, regardless of race, religious creed, color, gender, national origin, sexual orientation, ethnicity, age, or physical challenges. In addition, the university seeks to guarantee all its students equal access to public facilities within the community. IUP will not condone discrimination of any kind directed toward its students.

#### B. Freedom of Expression

The faculty has an obligation to encourage free inquiry and expression, and students should be permitted rational and orderly disagreement with data and views expressed in or out of the classroom. The student, however, has an equal obligation to be responsible for learning the content of any course of study for which he or she is enrolled. The university should provide reliable mechanisms to protect the student against prejudiced or capricious evaluation of academic work, the latter functioning as the sole basis on which the student is graded, unless the plan of course of study explicitly states otherwise.

#### C. Freedom of Assembly--Demonstration Policy

Demonstrations may be held anywhere on the campus, so long as they do not disrupt the normal operation of the university or infringe on the rights of other members of the university community, except that no demonstrations are permitted inside university buildings. Any use of sound amplification equipment on the campus must have prior clearance through the Scheduling Office.

In order that demonstrators not interfere with the operation of the university or the rights of others, they shall not

1. Obstruct vehicular, bicycle, pedestrian, or other traffic
2. Obstruct entrances or exits to buildings or driveways
3. Interfere with educational activities inside or outside buildings
4. Harass passersby or otherwise disrupt normal activities
5. Interfere with or preclude a scheduled speaker from being heard
6. Interfere with scheduled university ceremonies or events
7. Damage property, including lawns, shrubs, or trees

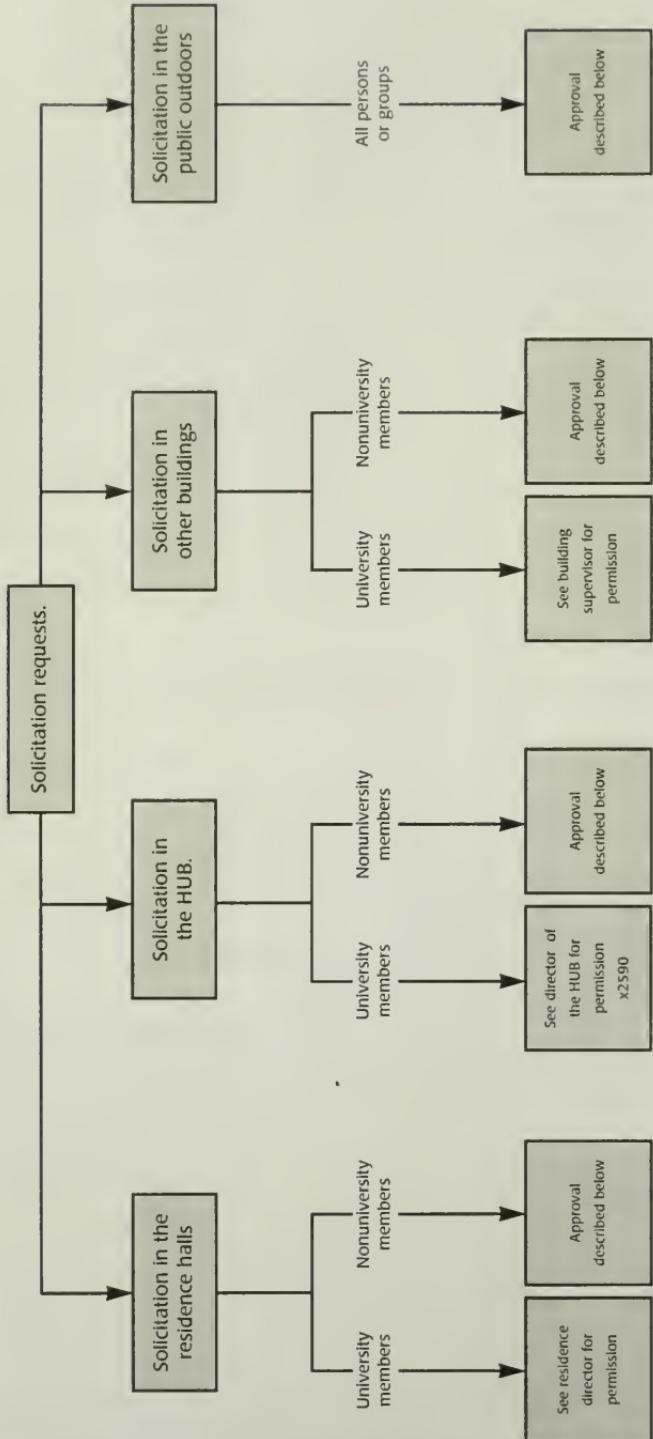
Students, personnel, or visitors to the university who interfere with the operation of the university or the rights of others will be asked by Campus Police to disperse and/or comply with this policy within a stipulated period of time. Failure to respond positively to such a request may result in arrest by Campus Police and/or disciplinary action by the university.



## STUDENT RECORDS POLICY

1. The right of students and alumni to review their educational records applies retroactively to the date of passage (June 21, 1957) of the Right-to-Know Law. In these guidelines, the word "students" shall be defined to mean all individuals who have matriculated at IUP since June 21, 1957.
2. Students will, upon request, be given access to their educational records. Educational records are those records, files, documents, and other materials which contain information directly related to a student and which are maintained by the university or by a person acting for the university. The term does not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the said possession of the maker thereof and which are not accessible or revealed to any other person except an official substitute for the maker. A list of official student records may be obtained from the vice president for Student Affairs.
3. Students who wish to see their records must make an appointment in advance with the proper official. The official must honor the request within five working days.
4. No evaluative materials may be removed from any university files by the student. A student is entitled to one copy or photostat of any material contained in his/her file. Any costs involved shall be the responsibility of the student.
5. The university official has the right to destroy irrelevant, dated, defamatory, or unnecessary evaluative or opinion records in the field. The official has wide authority to make such judgments with or without the consent of the student affected or of the person who submitted the information. An exception is when the student's records have been communicated to a person outside the institution, e.g., a potential employer. In such cases, the student shall be given the opportunity to view and copy the information before it is destroyed.
6. Students will be permitted to insert a rebuttal concerning any material contained in their files.
7. A student may challenge the accuracy of material contained in his/her file. Once such a challenge is made in writing, it will be the responsibility of the university official in charge of the file to determine the validity of the challenge. The university official shall make a written request to the student's challenge, specifying the action taken. Should a factual error be found in any materials, the student may submit a written appeal of the decision to the vice president for Student Affairs within six calendar days. The vice president will convene the University Judicial Board or a similar hearing body to review the appeal.
8. A university official may not release a student's record without the written consent of the student. The only exceptions to this guideline are those outlined in the Family Educational Rights and Privacy Act of 1974, which include
  - a. Directory information--IUP classifies the following information as directory information: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous institution attended by the student, and other similar information.  
The university may release this information upon request unless a student indicates some or all information should not be released. To exercise this right, a student must notify the registrar in writing at the beginning of the Fall term, indicating the information which is not to be released.
  - b. Health and safety emergencies: Information may be released to appropriate parties if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

# Solicitation Procedure



Please refer to the policy for details, time constraints, and fees.

## APPROVAL:

Request approval from the Office of Assistant to the Vice President for Student Affairs, 215A Sutton Hall, x4040.

## SOLICITATION POLICY

### A. Definitions

As used in these regulations, the term

1. "Solicitation" refers to the act of approaching another with the intent to petition or request support (e.g., monetary support or personal commitment). Examples of solicitation include distributing literature, holding meetings, conducting surveys, and placing advertisements on bulletin boards.
2. "Commercial solicitation" refers to the solicitation of a sale of any lawful consumer product or service. Commercial solicitation includes the demonstration or explanation of such products or services. The term does not include the solicitation of sales of newspapers, magazines, journals, and similar printed media. Contract sales of newspapers and journals are, however, considered to be commercial solicitation.
3. "Noncommercial solicitation" refers to sales of newspapers, magazines, and books and acts of solicitation that do not involve an attempt to sell consumer products or services. Examples of noncommercial solicitation include political campaigning or lobbying; meetings of religious groups; or cultural associations.
4. "Fund-raising for noncommercial purposes" refers to fund-raising by a nonprofit educational, charitable, political, or religious association, organization, or corporation for the purpose of generating funds to support the entity's educational/charitable/political/religious activities or the educational/cultural/social missions of the university. The term includes the making of donations and can encompass sales as well as commercial and noncommercial solicitation.
5. "Group solicitation" refers to solicitation involving a gathering of more than two persons at the same time.
6. "Sale" refers to an actual transaction (e.g., the exchange of money, the signing of a written contract, or the making of a binding contractual commitment to purchase a product or service).
7. "Recognized campus organization" means any group, association, organization, or corporation officially recognized by or officially affiliated with the university or any organization whose primary mission as determined by the student affairs office of the university is to further the educational/social/cultural missions of the university.
8. "Outside individual, group, entity, association, organization, or corporation" refers to individuals who are neither university students nor university employees and to groups, entities, associations, organizations, and corporations that are not officially recognized by or affiliated with the university. The term includes university employees and students when they are conducting solicitation on behalf of themselves individually or when they are acting on behalf of groups, entities, organizations, associations, or corporations not officially affiliated with or recognized by the university.

### B. Solicitation and Facility Use in University Residence Halls

#### 1. General Requirements and Prohibitions

- a. Solicitation and facility use in the main floor lounge area and upper floor lounge areas. Priority in granting permission for the use of the foregoing facilities shall be on a first-come, first-served, space-available basis, subject to the following priorities:
  - 1) Residence hall residents who wish to use the facilities for purposes directly related to their academic program of study and residence hall residents who wish to use the facilities for social, recreational, educational, and cultural purposes shall have first priority.
  - 2) University students who do not reside in the residence halls and recognized campus organizations and organizations affiliated with the university shall have second priority.
  - 3) Outside individuals, entities, associations, corporations, groups, or organizations who have received approval from the Office of Vice President for Student Affairs shall be given third priority.

#### b. Registration

- 1) Outside individuals, entities, groups, associations, organizations, and corporations are required to request approval to solicit in the residence halls from the Office of Vice President for Student Affairs a minimum of seven days in advance. If approval is granted from the Office of Vice

President for Student Affairs, the individual, group, entity, association, or corporation must then reserve a lounge by contacting the residence director of the facility a minimum of three days in advance.

- 2) Recognized campus organizations shall be required to request approval to solicit in the residence halls with the residence director of the facility a minimum of three days in advance.

**C. Door-to-Door Solicitation**

No door-to-door solicitation is permitted in the residence halls by an individual or group. Activities that advance the mission of the university as determined by the Office of Housing and Residence Life may be authorized.

**d. Solicitation in Residence Hall Rooms**

The occupant of a residence hall room will be permitted to invite individuals, groups, organizations, associations, and corporations to conduct group or individual commercial and noncommercial solicitation in his/her residence hall room, provided that such activity does not create undue noise or disturb either the occupant's roommate or occupants of nearby rooms. These gatherings may not extend out into the hallways.

**e. Access to Residence Hall Residents' Mailboxes**

The university will allow only stamped U.S. Postal Service mail, official campus mail, individually addressed mail, and mail from the Residence Hall Association (RHA) and the Office of Housing and Residence Life to be placed in residence hall residents' mailboxes.

**f. Bulletin Boards**

The university will reserve portions of bulletin boards for itself and for individuals, groups, associations, organizations, and corporations that have priority under section b1 "General Requirements and Prohibitions." (Please refer to Sign and Poster policy within this handbook for specific details.)

**g. Leafletting** shall be permitted in the main floor lounge area of the residence hall.

**2. Sales of Consumer Products and Services**

- a. The university will require outside individuals, entities, groups, associations, organizations, and corporations engaged in the sale of consumer products to donate twenty percent of the profits resulting from sales on campus to the General University Fund.
- b. The university will limit all group sales of consumer goods and services to the main floor lounges and upper floor lounges.

**3. Special Rules Governing Donations to Political/ Cultural/ Educational/ Religious Organizations and Sales of Newspapers, Books, and Other Printed Media**

- a. Individual distribution of newspapers/books/other printed media, as well as the individual solicitation and making of donations to political/cultural/educational/religious organizations, shall be permitted in the residence halls to the extent that the invitation and registration requirements set forth in section B1 "General Requirements and Prohibitions" are met.

**C. Solicitation and Facility Use in the Hadley Union Building**

**1. Advance Registration and Permission**

Recognized campus organizations as well as outside individuals, group associations, organizations, and corporations shall be required to request permission to solicit from the director of the Hadley Union Building or his/her designee a minimum of three days in advance.

**2. If Approval Is Granted**

Priority in granting permission for booths and rooms shall be granted on a first-come, first-served, space-available basis, subject to the right of the Student Cooperative Association to grant the following priorities:

- a. Recognized campus organizations, organizations affiliated with the university, university students, and university employees who wish to meet in a room or set up a booth in order to engage in noncommercial solicitation shall have first priority.
- b. University students who wish to meet for purposes directly related to their academic study and recognized campus organizations and organizations affiliated with the university who wish to engage in fund-raising for noncommercial purposes shall have second priority.
- c. Outside individuals, associations, corporations, groups, or organizations who wish to engage in noncommercial solicitation or fund-raising for

noncommercial purposes shall have third priority.

- d. Individuals, associations, corporations, groups, or organizations who wish to engage in commercial solicitation for profit shall be given last priority.
- 3. The Student Cooperative Association is required to limit commercial solicitation by individuals, associations, groups, or organizations to designated booths and rooms that have been reserved in accordance with item C2 of this policy.
- 4. Individuals, entities, associations, corporations, groups, and organizations, regardless of whether or not they are affiliated with the university, will be permitted to engage in group or individual noncommercial solicitation in any area of the Hadley Union Building open to the public.

**5. Fees for Use of Booths and Rooms**

The Student Cooperative Association is required to impose a users' fee on all outside individuals, associations, corporations, groups, or organizations who wish to use booths and rooms for the purpose of engaging in commercial solicitation.

**6. Bulletin Boards**

The Student Cooperative Association will reserve portions of bulletin boards for its own use and use by individuals, groups, associations, organizations, and corporations that have priority as previously stated in item C2. The HUB staff reserves the right to regulate the size and form of notices. Advance approval must be obtained from the Hadley Union Building director or his/her designee prior to posting notices for any nonuniversity activities or enterprises. Approval to place signs/notices in any location other than on bulletin boards must be obtained from the HUB service desk.

**7. Special Rules Governing Donations to Political/Cultural/Educational/Religious Organizations and Sales of Newspapers/Books and Other Printed Media**

- a. Individual distribution of newspapers/books/other printed media, as well as the individual solicitation and making of donations to political/cultural/educational/religious organizations shall be permitted in all public areas of the Hadley Union Building.
- b. Leafletting shall be permitted in the public areas of the Hadley Union Building.

**D. Other University Buildings/Facilities**

In all other university buildings/facilities (i.e., library, dining halls, academic buildings), solicitation is prohibited unless expressly authorized by an authorized official of the university. If solicitation activities are permitted in these facilities, the following procedures must be followed:

- 1. Recognized campus organizations shall be required to request permission to engage in commercial or noncommercial solicitation activities with the building supervisor a minimum of three days in advance.
- 2. Outside individuals, entities, groups, associations, organizations, and corporations shall be required to request from the Office of Vice President for Student Affairs permission to solicit a minimum of seven days in advance. If approval is granted, the individual, group, association, or corporation must then contact the individual building supervisor to arrange the specific details (i.e., time, place, location).
- 3. The university will request of outside individuals, groups, associations, organizations, and corporations engaged in the sale of consumer products a donation of twenty percent of the profits resulting from the sales on campus to the General University Fund.

**E. Public Outdoor Areas**

- 1. All activities involving commercial solicitation and/or fund-raising for noncommercial purposes in public outdoor areas must be requested and approved a minimum of seven days in advance by the Office of Vice President for Student Affairs.
- 2. Individual sales and distribution of newspapers/books/other printed media shall be permitted on all walkways and outdoor areas open to the public.
- 3. Leafletting shall be permitted in outdoor campus areas.

**F. General Requirement**

Solicitation activities as outlined in these regulations will be permitted in the designated locations (i.e., residence halls, Hadley Union Building, public outdoor areas), provided the particular activity has complied with the specific procedures outlined in these regulations and provided the activity does not create undue noise or disruption or interfere with the activities that normally occur in the area in question or any activities which are being carried out by the university at that particular time.

## SUMMARY OF INDIANA BOROUGH ORDINANCES AND STATE LAWS

### A. General Statement

Students are expected, as citizens, to abide by the laws and regulations of the Borough of Indiana and the Commonwealth of Pennsylvania in addition to the rules of the university. The following information is presented in an effort to make students aware of certain borough ordinances and state laws dealing with personal conduct.

In 1972 the Pennsylvania legislature enacted a variety of laws lowering the legal age of the majority from twenty-one to eighteen. These laws have a significant impact upon IUP students, since many of them are in the eighteen-to-twenty age group. A minor in the Pennsylvania rules of court has been defined as "an individual under the age of eighteen years." With the exception of the drinking age, an eighteen-year-old in Pennsylvania is legally an adult. Further information on the following ordinances and laws can be obtained from the Campus Police Office, First Floor, Sutton Hall.

### B. Local Ordinances

#### **Antinoise Ordinance**

There is a twenty-four hour a day restriction on noise. If noise (music, yelling, partying, etc.) can be heard 50 feet from where the noise originates you are in violation.

#### **Bicycles**

Please remember that bicycles are considered vehicles by Pennsylvania. That means that all of the laws you normally associate with cars (stop signs, traffic lights, one way streets, etc.) apply to operators of bicycles.

When driving your bike at night, you must have a light on it that can be visible for 500 feet and a red rear reflector.

You may not ride your bike on the sidewalk. We know this is a convenient way to get around town, but the sidewalks are reserved for pedestrians.

#### **Disorderly Conduct**

Several ordinances specify actions covered by the general charge of disorderly conduct: loud, boisterous, or unseemly noises, use of indecent language, damaging public or private property, and prowling.

On conviction before a magistrate, fines may range to \$300 plus costs, depending on the offense. Serious cases of disorderly conduct can be prosecuted as misdemeanors.

#### **Grass and Snow Care**

If you live off-campus, check your lease. You may be responsible for keeping your grass cut and clearing the snow from your sidewalk within twenty-four hours of the last snowfall.

#### **Leash Laws/Nuisance**

Indiana Borough's leash law requires dogs to be on a leash at all times while in the borough.

Indiana Borough's nuisance ordinance requires anyone walking a dog in the borough to clean up defecation from public or private property.

#### **Littering**

Littering in the borough is subject to a fine of not less than \$50 or more than \$300 plus costs.

#### **Open Container**

It is illegal in Indiana to possess any open container of an alcoholic beverage on any public property. This includes streets, sidewalks, and parks. Violation of this ordinance is punishable by a fine.

#### **Outdoor Fires**

It is unlawful to start a fire of any description out of doors.

#### **Rollerblading**

It is not permissible to Rollerblade or skateboard on any street in town. Please use the sidewalk, but you must yield to pedestrians.

#### **Street Signs**

It is unlawful to deface or steal signs. Theft of street signs and markings has caused serious accidents.

## C. Extracts from the State Crime Code

### **Forgery**

Anyone who fraudulently signs another person's name to a document, such as a check, is guilty of forgery. Forgery is a felony and is punishable by a fine between \$10,000 and \$25,000 or imprisonment not exceeding ten years, or both.

### **Fireworks**

It is illegal to use fireworks in the Borough of Indiana. Prosecution is usually under disorderly conduct.

### **Library Theft**

A person who attempts to remove library property from the library is guilty of library theft. If an individual conceals or attempts to conceal library property, he/she is guilty of this offense. The individual does not have to leave the premises in order to be considered in violation; the law itself provides for a presumption of intent. The penalties for violating this law range from a summary offense punishable by a fine to a felony offense punishable by imprisonment.

In cases involving conviction for library theft, the defendant is required by law to be fingerprinted, and those fingerprints are subsequently turned over to the State Police.

Retention of library property after notice to return is also a summary offense punishable by a fine and restitution of cost of materials and any other costs incurred by the library in the process of prosecution. A person is guilty of this offense if he/she fails to return library property within thirty days of receiving a written notice from the institution.

Complete copies of laws concerning library property can be reviewed at the university libraries or Campus Police.

### **Liquor**

The age of majority has not been changed regarding liquor in Pennsylvania; therefore, the following laws are still in effect: A person is guilty of a misdemeanor of the third degree if he or she being under the age of twenty-one years knowingly and falsely represents himself to be twenty-one years of age to any licensed dealer or other person for the purpose of procuring or having furnished to him or her any intoxicating liquors. Maximum penalties: \$2,500 fine and/or one year in jail.

A person is guilty of a summary offense if he or she being less than twenty-one years of age, attempts to purchase, purchases, consumes, possesses, or transports any alcohol, liquor, or malt beverage. Any fine under this section shall be decreed to be paid to the local government in which the offense was committed, for the use of the local government. Maximum penalties: \$300 fine and/or ninety days in jail.

A person is guilty of a misdemeanor of the third degree if he or she knowingly, willfully, and falsely represents to any dealer or other person any minor to be of full age for the purpose of inducing any such licensed dealer or other person to sell or furnish any intoxicating liquors to a minor. Maximum penalties: \$2,500 fine and/or one year in jail. Minimum fine: \$300.

The state Liquor Control Board operates under state laws. Under these laws it is a misdemeanor to unlawfully transfer an identification card for the purpose of falsifying age to secure malt or alcoholic beverages. Also it is a misdemeanor for any person to sell, furnish, or give to any minor under twenty-one years of age any malt or alcoholic liquor. Penalty: \$100 to \$300 fine and/or three months in jail.

### **Manufacture or Sale of False ID Card**

A person commits a misdemeanor of the second degree if he or she intentionally, knowingly, or recklessly manufactures, makes, alters, sells, or attempts to sell an identification card falsely representing the identity, birth date, or age of another. Minimum penalty for first offense is \$1,000 fine; there is a minimum fine of \$2,500 for a second or subsequent offense.

### **Carrying a False ID Card**

A person commits a summary offense for the first violation and a misdemeanor of the third degree for any subsequent offense if he or she, being less than twenty-one years of age, possesses an ID card falsely identifying that person by name, age, date of birth, or photograph as being twenty-one years of age or older or obtains liquor or malt or brewed beverages by using the ID card of another or by using an ID card that has not been lawfully issued to or in the name of that person who possesses the card.

Maximum penalty for the first offense is \$300, and minimum fine for the second or subsequent offense is \$500.

## Restriction of Operating Privileges

In addition to any other fine or sentence imposed by a court, a person who is guilty of any of the offenses dealing with the possession, consumption, or transportation of alcohol or possessing, making, or displaying a false ID will have vehicle operating privileges suspended for a period of ninety days for the first offense, one year for the second offense, and two years for the third or subsequent offense.

## Drugs and Narcotics

In June, 1972, Pennsylvania adopted the Uniform Controlled Substance, Drug, Device, and Cosmetic Act. This act liberalized the Pennsylvania law in the field of drugs and narcotics and in many respects reduced the penalties for violations of the new law in this field. The law reduced many drug violations to the class of misdemeanor. One of the major exceptions is the distribution of drugs by a person over twenty-one years of age to a person under eighteen years of age, who is at least four years his junior. This violation is the most heavily punishable under the act.

The act provides that the possession of a small amount of marijuana only for personal use, or possession of a small amount with intent to distribute but not to sell, or the distribution of a small amount but not for sale carries a maximum sentence of thirty days and a maximum fine of \$500. A small amount is defined as thirty grams of marijuana or less or eight grams of hashish.

Furthermore, the act provides that first offenders may receive probation without verdict, and if the probation conditions are satisfactorily carried out the proceedings will be dismissed. Also, if this procedure is used, the arrest and prosecution will be erased from the record.

## Retail Theft (Shoplifting)

Any person committing the first offense of retail theft when the value of the merchandise is less than \$100 is guilty of a summary offense. Maximum penalties: \$300 fine and/or ninety days in jail.

Upon conviction of a second offense when the value of the merchandise is less than \$100, the person shall be guilty of a misdemeanor of the second degree. Maximum penalties: \$5,000 and/or two years in jail.

Upon commission of third or any subsequent offense, regardless of the value of the merchandise, the person shall be guilty of a misdemeanor of the first degree. Maximum penalties: \$10,000 and/or five years in jail.

When the value of the merchandise shall be \$100 or more, any person who shall commit the offense of retail theft, whether the same shall be a first or subsequent offense, shall be guilty of a misdemeanor of the first degree. Maximum penalties: \$10,000 and/or five years in jail.

In all cases involving conviction of retail theft, the defendant is required by law to be fingerprinted, and those fingerprints are subsequently turned over to the Pennsylvania State Police.

## D. Types of Prosecution

Violations of laws and ordinances are prosecuted under three classifications:

### Summary Offenses

Nearly all borough ordinances come under the Summary Offense Classification. Summary offenses must be paid within ten days at the magistrate's office. Most moving vehicle violations and others not cleared in the forty-eight-hour period are processed by a magistrate. State law requires the magistrate to add costs to the penalty and determines the amount of the costs to be added.

Examples of summary offenses are most types of disorderly conduct, violations of the Motor Vehicle Code, and first offenses of shoplifting.

### Misdemeanors

The State Crimes Code provides for three degrees of misdemeanors. The degree determines the maximum sentence and fine which may be imposed upon conviction and, therefore, the seriousness of the crime. A defendant charged with a misdemeanor is afforded the same procedural safeguards as a defendant charged with a felony. The case will be heard by a magistrate at a preliminary hearing. If a *prima facie* case is shown by the commonwealth, it will then be sent to trial and will be heard by a judge either with or without a jury at the option of the defendant.

Examples are driving under the influence of alcohol, driving during suspension of operator's license, and furnishing liquor to a minor.

**Felony**

Cases involving crimes of the most serious nature are denoted as felonies. There are three grades of felonies in Pennsylvania. The degree determines the maximum sentence and fine which may be imposed upon conviction. A defendant charged with a felony will have his/her case heard by a magistrate at a preliminary hearing. If a prima facie case is shown by the commonwealth, the case is then sent to trial and will be heard by a judge either with or without a jury at the option of the defendant.

Examples are murder, rape, arson, burglary, theft, and forgery.

**Regulations on Telephone and Mail Service**

Students found guilty of the following infractions will be subject to disciplinary action. Federal and state laws provide the following:

Anyone with intent to defraud who gives information to the operator or agent of any telephone company, so that the charge thereof is made to the account of another without authorization, shall be liable to fine or imprisonment or both. Further, federal and state laws prohibit the providing of false information with the intent to defraud the telephone company. This would also apply to the use of a "phone card" by other than the authorized party. This offense is punishable by fine and/or imprisonment.

Students are warned that it is illegal to use fictitious names in order to receive articles through the United States mail. Such actions are treated as theft.

## DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989

**Standards of Conduct**

Indiana University of Pennsylvania is committed to the maintenance of a learning and working environment free from the unlawful use of drugs and alcohol and in accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. It is the intent and obligation of the university to provide a drug-free, healthful, safe, and secure work environment free of drug and alcohol abuse. As such, the university prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

**Legal Consequences of Drug Violations**

The unlawful manufacture, distribution, possession, or use of a controlled substance or alcohol on university premises or while conducting university business off university premises is absolutely prohibited.

All applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs or alcohol will be applied. The legal consequences of alcohol and other drug violations are described below.

**Alcohol**

Alcohol is the most socially acceptable drug in our society. Although it is considered legal for persons aged twenty-one and over, the use and distribution of alcohol is regulated by state and federal laws. The Pennsylvania Liquor and Crimes Code has increased the penalties for the following alcohol violations:

If a person is under twenty-one and purchases, consumes, possesses, or transports alcoholic beverages, misrepresents his/her age to secure alcoholic beverages, and/or possesses a false identification card, that individual may be fined \$300 and will lose his/her driver's license for ninety days. For second and third offenses, the penalty increases substantially.

If an individual sells or furnishes alcoholic beverages to minors or manufactures or sells a false identification card, he/she may be fined \$1,000 and lose his/her driver's license for ninety days.

Penalties for driving under the influence of alcohol or a controlled substance include a fine of not less than \$300 and jail for not less than forty-eight hours for first violation. Subsequent violations include jail for not less than thirty days for second violation, not less than ninety days for third violation, and not less than one year for fourth violation. Homicide by vehicle while driving under the influence is a felony and carries a penalty of not less than three years' imprisonment, a fine, and revocation of operating privileges.

**Controlled Substances**

Students and employees of Indiana University of Pennsylvania should be aware that law enforcement agencies have also taken a stricter stance concerning possession of illegal drugs.

State and federal statutes and court interpretations have given the police broader powers in determining and prosecuting drug offenses. For example, the simple possession of marijuana is punishable by up to \$500 and/or thirty days in jail. Simple possession of any

amount of cocaine constitutes a misdemeanor punishable by up to three years in prison and/or a \$5,000 fine. However, law enforcement agencies can now apply a looser definition of what constitutes intent to sell, therefore making the penalties much stricter. If an individual is charged with possession with intent to sell, he/she could face a sentence of no less than five years and no more than life and fines up to \$2 million. These penalties cover all illicit drugs and increase considerably for second offenses.

*The Federal Trafficking Penalties are described in Chart 1.*

## **Health Risks**

### **Alcohol**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability of learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

### **Controlled Substances**

*The uses and effects of controlled substances are outlined in Chart 2.*

### **Counseling, Treatment, Rehabilitation, or Reentry Programs**

The University Health Service provides a number of services to the university community. The Chemical Health Program, located in the Pechan Health Center, provides the following services. Students, faculty, or staff members may contact the coordinator of Chemical Health for more information by calling 357-4799.

**Educational Programs** offering current information on the health risks and symptoms of drug use for the students, faculty, and staff members.

**Peer Education Programs** provided by trained student educators offering informational and interest programs to residence halls and student organizations.

**Alcohol Education Workshops** for students who have violated the university alcohol policy.

### **Consultation, Information, and Referral**

IUP employees may consult the State Employee Assistance Program (SEAP) for information about counseling, treatment, rehabilitation, or reentry programs. For more information about SEAP, call the Office of Human Resources at 357-2431.

### **Area Treatment Resources**

**Armstrong/Indiana County Drug and Alcohol Commission**  
Shelby, PA 15774  
354-2746

**The Open Door**  
20 S. Sixth Street  
Indiana, PA 15701  
465-2605

**ARC Manor**  
301 Arthur Street  
Kittanning, PA 16201  
(412) 548-7607

**Commonwealth of Pennsylvania Drug and Alcohol Programs**  
2101 North Front Street  
Harrisburg, PA 17120  
(717) 787-9857

**The Gateway Center**  
Moffet Run Road  
Aliquippa, PA 15001  
(412) 766-8700

**Twin Lakes Center**  
P.O. Box 909  
Somerset, PA 15501  
(800) 452-0218

**Greenbriar**  
800 Manor Drive  
Washington, PA 15301  
(412) 765-0700

**St. Francis Hospital**  
45th Street & Penn Avenue  
Pittsburgh, PA 15201  
(412) 622-4602

**A.A. (Alcoholics Anonymous)**  
**Al-Anon and/or Alateen**  
20 South Sixth Street  
Indiana, PA 15701  
349-4061

**Chemical Health Program**  
**Pechan Health Center**  
IUP Campus  
x4799

**Counseling and Student Development Center**  
119 Clark Hall  
IUP Campus  
x2621

## FEDERAL TRAFFICKING PENALTIES

### CHART 1

CSA	Penalty		Quantity	Drug	Quantity	Penalty	
	Second Offense	First Offense				Second Offense	First Offense
I and II	Not less than 10 years. Not more than life.	Not less than 5 years. Not more than 40 years.	10-99 gm or 100-999 gm mixture	Methamphetamine	100 gm or more/1 kg or more mixture	Not less than 10 years. Not more than life.	Not less than 20 years. Not more than life.
	If death or serious injury, not less than life.	If death or serious injury, not less than 20 years. Not more than life.	100-999 gm mixture	Heroin	1 kg or more mixture	If death or serious injury, not less than 20 years. Not more than life.	If death or serious injury, not less than life.
	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$2 million individual, \$5 million other than individual.	500-4,999 gm mixture	Cocaine	5 kg or more mixture	Fine of not more than \$4 million individual, \$20 million other than individual.	Fine of not more than \$8 million individual, \$20 million other than individual.
			5-49 gm mixture	Cocaine Base	50 gm or more mixture	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$4 million individual, \$10 million other than individual.
			10-99 gm or 100-999 gm mixture	PCP	100 gm or more/1 kg or more mixture		
			1-9 gm mixture	LSD	10 gm or more mixture		
			40-399 gm mixture	Fentanyl	400 gm or more mixture		
			10-99 gm mixture	Fentanyl Analogue	100 gm or more mixture		
CSA	Penalty		Quantity	Drug	Quantity	Penalty	
	Second Offense	First Offense				Second Offense	First Offense
I and II	Others**	Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual.			Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.	
III	All	Any	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million not individual.			Not more than 10 years. Fine not more than \$500,000 individual, \$2 million not individual.	
IV	All	Any	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million not individual.			Not more than 6 years. Fine not more than \$500,000 individual, \$2 million not individual.	
V	All	Any	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual.			Not more than 2 years. Fine not more than \$200,000 individual, \$500,000 not individual.	

\*Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg.

\*\*Does not include marijuana, hashish, or hashish oil (see separate chart).

## FEDERAL TRAFFICKING PENALTIES—MARIJUANA

As of November 18, 1990

Quantity	Description	First Offense	Second Offense
1,000 kg or more; or 1,000 or more plants	Marijuana Mixture containing detectable quantity.	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 1,000 kg; or 100 to 999 plants	Marijuana Mixture containing detectable quantity.	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg	Marijuana	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, not less than life. Fine \$2 million individual, \$10 million other than individual.
10 to 100 kg	Hashish		
1 to 100 kg	Hashish Oil		
50 to 99 plants	Marijuana		
Less than 50 kg	Marijuana		
Less than 10 kg	Hashish		
Less than 1 kg	Hashish Oil		

\*Includes hashish and hashish oil  
(Marijuana is a Schedule I Controlled Substance.)

## CONTROLLED SUBSTANCES — Uses and Effects

Drugs/ CSA Schedules	Trade or Other Names				Medical Uses	Physical Dependence		
<b>Narcotics</b>								
Opium	II	III	V	Dover's Powder, Paregoric Parepectolin	Analgesic, antidiarrheal	High		
Morphine	II	III		Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, antitussive	High		
Codeine	II	III	V	Tylenol w/Codeine, Empirin w/Codeine, Robitussin A-C, Florinal w/Codeine	Analgesic, antitussive	Moderate		
Heroin	I			Discretymorphine, Horse, Smack	None	High		
Hydromorphone	II			Olaudild	Analgesic	High		
Meperidine (Pethidine)	II			Demerol, Mepergan	Analgesic	High		
Methadone	II			Dolophine, Methadone, Methadose	Analgesic	High		
Other Narcotics	I	II	III	IV	V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin	Analgesic, antidiarrheal, antitussive	High-Low
<b>Depressants</b>								
Chloral Hydrate			IV	Notec	Hypnotic	Moderate		
Barbiturates	II	III	IV	Amytal, Butisol, Fiorinal, Lotusate, Nembutal, Seconal, Tunal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthansia agent	High-Mod.		
Benzodiazepines		IV		Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxene, Verstran, Versed, Halcion, Paxipem, Resloni	Antianxiety, anticonvulsant, sedative, hypnotic	Low		
Methaqualone	I			Quaalude	Sedative, hypnotic	High		
Glutethimide	III			Doriden	Sedative, hypnotic	High		
Other Depressants	III	IV			Antianxiety, sedative	Moderate		
<b>Stimulants</b>								
Cocaine	II			Coke, Flake, Snow, Crack	Local anesthetic	Possible		
Amphetamines	II			Biphetamine, Delcobese, Desoxyn, Dexadrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible		
Phenmetrazine	II			Preludin	Weight control	Possible		
Methylphenidate	II			Ritalin	Attention deficit disorders, narcolepsy	Possible		
Other Stimulants	III	IV		Adipex, Cylert, Didrex, Ionamin, Metflat, Plegine, Sanorex, Tenuate, Tepanil, Prelu-2	Weight control	Possible		
<b>Hallucinogens</b>								
LSD	I			Acid, Microdol	None	None		
Mescaline and Peyote	I			Mexc, Buttons, Cactus	None	None		
Amphetamine Variants	I			2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown		
Phencyclidine	II			PCP, Angel Dust, Hog	None	Unknown		
Phencyclidine Analogues	I			PCP, PCPy, TCP	None	Unknown		
Other Hallucinogens	I			Bulotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None		
<b>Cannabis</b>								
Marijuana	I			Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thal Sticks	None	Unknown		
Tetrahydrocannabinol	I	II		THC, Marinol	Cancer, chemotherapy, antiausant	Unknown		
Hashish	I			Hash	None	Unknown		
Hashish Oil	I			Hash Oil	None	Unknown		

## CHART 2

Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	slow and shallow breathing, clammy skin, convulsions, coma, possible death	watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating.
High	Yes	3-6	Oral, smoked, Injected			
Moderate	Yes	3-6	Oral, Injected			
High	Yes	3-6	Injected, sniffed, smoked			
High	Yes	3-6	Oral, injected			
High	Yes	3-6	Oral, injected			
High-Low	Yes	12-24	Oral, injected			
High-Low	Yes	Variable	Oral, injected			
<hr/>						
Moderate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
High-Mod.	Yes	1-16	Oral			
Low	Yes	4-8	Oral			
High	Yes	4-8	Oral			
Moderate	Yes	4-8	Oral			
Moderate	Yes	4-8	Oral			
<hr/>						
High	Yes	1-2	Sniffed, smoked, Injected	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite	Agitation, increase in body temp., Hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
High	Yes	2-4	Oral, injected			
High	Yes	2-4	Oral, Injected			
Moderate	Yes	2-4	Oral, Injected			
High	Yes	2-4	Oral, Injected			
<hr/>						
Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
Unknown	Yes	8-12	Oral			
Unknown	Yes	Variable	Oral, Injected			
High	Yes	Days	Smoked, oral, injected			
High	Yes	Days	Smoked, oral, injected			
Unknown	Possible	Variable	Smoked, oral, injected, sniffed			
<hr/>						
Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite, occasional / reported
Moderate	Yes	2-4	Smoked, oral			
Moderate	Yes	2-4	Smoked, oral			
Moderate	Yes	2-4	Smoked, oral			

## Other Sources of Information

Toll-free information is listed below:

1-800-COCAINE - Cocaine Helpline

1-800-NCA-CALL - National Council on Alcoholism Information

1-800-662-HELP - National Institute on Drug Abuse

1-800-241-9746 - Parents' Resources Institute for Drug Education (PRIDE) Information Hotline

1-800-692-7459 - State Employees Assistance Program (SEAP)

## Signs and Symptoms

The following "red flag" symptoms may indicate a drug problem:

### School Performance

Change in academic performance

Increased absences

Disciplinary problems

Dropping of cocurricular activities

### Social Interaction

Unusual change in peer group

Feelings of loneliness, isolation, withdrawal

Legal difficulties (DUI, underage drinking,

etc.)

Disregard for family

Unusual change in personal grooming habits

### Behavioral Changes

Unusual defensiveness

"I don't care" attitude

Violent or bizarre behavior

Depression, anxiety, or paranoia

Lack of motivation

Memory loss

Inappropriate laughter

Collecting drug paraphernalia

Physical changes

Red, puffy, or glassy eyes

Runny nose, persistent, hacking cough

Nausea or vomiting

Nosebleeds

Tremors

Insomnia

*If you suspect that a friend has a drug problem, contact either the Chemical Health Program at the University Health Service at 357-4799 or the Office of Human Resources at 357-2431 for more information about the State Employee Assistance Program (SEAP)*

## University Community Guidelines for Conduct

Students who violate local, state, or federal laws concerning possession, use, or distribution of controlled substances and/or paraphernalia containing evidence of such substances are subject to disciplinary action through the university judicial system. If found guilty, students face a range of possible sanctions which include, but are not limited to, referral through drug and alcohol education/rehabilitation programs, up to a maximum of suspension or expulsion from the university.

Employees who violate this policy are subject to disciplinary action including, but not limited to, a warning, written reprimand, suspension, or dismissal, consistent with applicable collective bargaining agreements and local, state, and federal law. Disciplinary action may include participation in and successful completion of a drug and alcohol rehabilitation program approved by an appropriate health or law enforcement agency.

# The Indiana Community

## HISTORY

The name Indiana is derived from the word Indian. Before the revolution, "Indian Spring" was visited not only by Indians on the north-south Catawba Path, but traders on the east-west Kittanning Path.

The first European settlers in the area were Fergus Moorhead and his family in 1772. Shortly thereafter, Gawin Adams became the first to live in what is now the borough, settling near 399 S. 4th Street.

In 1804-5 George Clymer of Philadelphia, signer of both the Declaration of Independence and the Constitution, owned 3,050 acres, including the site of the borough. Through an act of the state legislature, a site for the county seat was selected, and public lots were put up for sale. At the time the only building was a log tavern, with Henry Shryock as proprietor. Soon to follow were a log school house, a stone jail, and, by the end of 1809, the first courthouse.

From that time until the Civil War (1861-1865), progress was steady. Indiana acquired a secondary school, several manufacturing businesses, the first Indiana County Fair, a banking service, and the arrival of the Pennsylvania Railroad.

After the Civil War, the pace of development increased. A separate borough, West Indiana was incorporated and later merged with Indiana. Telegraph service arrived, then gas lighting, telephone lines, a water supply system, fire hydrants, a public library, electricity, mail delivery, and the first street paving. Through this period there were a series of newspapers ending with the *Indiana County Gazette*, forerunner of the present *Indiana Gazette*. By 1900, the population was over fifteen thousand.

After the turn of the century, the first municipal building was erected on North 7th Street, in 1912-13. Automobiles arrived and more paving. A street car service operated from 1907 to 1933. The first hospital, in 1909, was followed shortly by the present Indiana Hospital which has been expanded several times since.

The former Victorian courthouse, built in 1869-70, at Philadelphia and Sixth streets, was replaced by the present, modern building at Philadelphia and 8th in 1971.

The current municipal building on North 8th Street was built in 1976. It contains the offices of most appointed officials, council chambers, and the Borough Police Department.

## COMMUNITY REFERRAL SERVICES

The following is a partial list of agencies and organizations to which individuals of all ages and conditions can turn for information or help. These agencies are staffed by professional or trained personnel who are competent to deal with particular needs or concerns. For additional information about the human services available in Indiana County, contact the Department of Human Services, 463-8200.

## SERVICES AND PROGRAMS

### FIRE PROTECTION—Dial 911

Fire protection in Indiana Borough is provided by contract with the Indiana Fire Association. The Indiana Fire Association also provides fire protection to White Township and portions of Armstrong and Rayne townships. This all-volunteer organization was founded in 1878 and is the largest fire department in Indiana County.

### GARBAGE REMOVAL

All residential garbage is contracted through Pellegrine Construction, Homer City, Pennsylvania, at 479-2013 and is picked up by the bag system. Bags may be purchased at local stores (e.g., Sheetz, Ninth Street Deli, Giant Eagle). A schedule of garbage removal days can be obtained from Pellegrine Construction.

### INDIANA FREE LIBRARY

845 Philadelphia Street  
Indiana, PA 15701  
465-8841

Indiana Borough contributes financial support to the library. These funds entitle every resident of Indiana Borough the opportunity to secure a membership card for free access to all library facilities.

**POLICE SERVICES**  
80 North 8th Street  
Indiana, PA 15701  
349-2121

The Indiana Borough Police Department provides twenty-four-hour-a-day, year-round police services to the Borough of Indiana. The department also takes calls for service which cover a wide span of activities including investigation of all types of criminal activity and traffic accidents to giving talks in schools and tours of the police station. The department also works quite closely with the IUP Police Department, state police, and regional drug task force as well as the FBI, Secret Service, and numerous other local, state, and federal agencies.

**RECYCLING PROGRAM**

Each household is required to have one fourteen-gallon, plastic recycling container from the borough. Each container, identified with a serial number, shall be placed at the curb of the property *on the day of the scheduled collection*, and shall be returned to the residence *before nightfall*.

**Aluminum/Bi-Metal/Steel (Tin) Cans:**

- Cans must be emptied and rinsed to remove food residue
- Labels do not have to be removed
- Cans do not have to be crushed
- Aerosol and hazardous material cans will NOT be accepted

**Glass Bottles and Jars:**

- Clear, green, or amber glass is accepted
- Bottles and jars must be emptied and rinsed to remove food residue
- Labels can stay on bottles and jars
- Lids can remain on bottles and jars
- Glass should not be broken
- Mirror, window, drinking, dish, light bulb, or heat-resistant glass will not be accepted

**Plastic Bottles:**

- DROP OFF ONLY, no curbside pick-up
- Only bottles marked 1 and 2 are accepted
- The top opening must be smaller than the body
- Bottles should be emptied, rinsed, and flattened; lids must be removed
- Butter, margarine, Cool Whip-type tubs are presently not accepted

**Newsprint:**

- DRÖP OFF ONLY ON FRIDAYS during normal business hours

**Drop Off Hours:**  
Monday through Friday, 9:00 a.m.-4:00 p.m.  
Saturday, 10:00 a.m.-2:00 p.m.

New residents moving into the borough may contact the borough office for a container and information of their designated, weekly collection day.

**REFERRAL SERVICES**

**Alcoholics Anonymous**  
(Phone 349-4061)

Calvary United Presbyterian Church,  
695 School Street, Indiana, PA 15701

- Support for those who want and need sobriety
- Discussion meetings and speaker meetings
- Group therapy approach
- On call twenty-four hours a day
- Services also available at United Ministry, 825 Grant Street, Indiana

**Alice Paul House**

(Phone 349-4444;  
Hotline answers twenty-four hours a day)  
P. O. Box 417, Indiana, PA 15701

- Crisis and ongoing counseling to victims of sexual assault, incest, and domestic violence
- Shelters sexual assault and domestic violence victims when necessary
- Offers support groups for adult survivors of incest and sexual assault
- All services are free and are provided in strict confidentiality

**Birthright of Indiana County**

(Phone: 463-9118)  
Newman Center, 1200 Oakland Avenue,  
Indiana, PA 15701

- Telephone hotline for problem pregnancies
- Information
- financial aid available through state and local agencies
- Adoption
- Doctor placement
- Pregnancy testing
- Counseling
- A twenty-four-hour answering service is maintained

**Family Counseling Center****of Armstrong County**

(Phone: 543-2941)

150 South Jefferson St.,

Kittanning, PA 16201

- Intake and referral services
- Psychological and psychiatric assessment
- Individual, group, marital, and family therapy
- Medication, evaluation, and case management
- Adult day hospitalization
- Care is provided regardless of financial status

**Family Planning Services****of Indiana County**

(Phone: 349-2022)

936 Philadelphia St., Indiana, PA 15701

- Reproductive health care to women
- Contraceptive care
- Medical examinations
- Pregnancy testing
- Information
- Counseling
- The director is available to speak to interested groups.

**Indiana County Catholic Charities Agency**

(Phone: 463-8806)

637 Philadelphia St., Indiana, PA 15701

- Individual, marriage, and family counseling
- Special expertise includes pregnancy counseling, which assists any woman experiencing difficulty in planning for her expected child
- Foster care provided to newborn infants pending adoption placement or return to natural mother
- Adoption counseling provided to prepare prospective adoptive couples for placement of a child
- Family Life Services to parishes

**Indiana County Guidance Center**

(Phone: 465-5576)

Suite 201, 699 Philadelphia Street,

Indiana, PA 15701

- Outpatient diagnostic and treatment services for socially and emotionally disturbed children and adults
- Marriage counseling services
- Therapy is provided by the psychiatrist, psychologists, social worker, and a psychiatric nurse who makes home visits as part of the follow-up for patients discharged from psychiatric inpatient care
- Maintains twenty-four-hour emergency telephone answering service

- Facilities are available to all residents of Indiana County with fees based on ability to pay

**The Open Door**

(Phone: 465-2605)

20 South Sixth Street, Indiana, PA 15701

- Community counseling and crisis intervention services primarily to victims of drug and alcohol abuse and their families
- Services available twenty-four hours a day, 365 days a year
- Counseling staff includes three professional certified addictions counselors, a psychologist, and a consulting physician
- A volunteer staff of one hundred well-trained volunteers provides crisis intervention services

**COMMUNITY ATTRACTIONS****Area Fairs**

The Indiana County Fair has something for everyone, from tractor-pulling contests in the dirt to the smell of popcorn. Everyone has a great time. The fair is held annually at Mack Park during the last week in August. Grandstand entertainment featuring harness racing is always a big attraction. For information, contact the Indiana County Tourist Bureau Office, 463-7505.

"A good old country fair" atmosphere is an ingredient which is always present at the Ox Hill Fair. Numerous games and contests which include a "rolling pin throwing" contest highlight the fair, which is held the first week in September. The fair site is located about fifteen miles northwest of Indiana. For details, phone 463-7505.

**Downtown Indiana**

Students are a short walk or bus ride away from Indiana's central business district. Specialty shops, restaurants, banks, pharmacies, dry cleaning, shoe repair, hair salons, and the Indiana Post Office are among the more than one hundred establishments conveniently located in a five-block area adjacent to IUP. Special events are planned throughout the year that offer entertainment and the opportunity to socialize such as the Greatest Garage Sale on Earth (May), New Growth Arts Festival (July), Indiana Summerfest (September), and Festival of Lights (November).

In addition to shopping in downtown Indiana, students have five malls for shopping. The Indiana Mall opened in 1979. Located at 2090 Rte. 286 South, the mall has many department stores, specialty shops, restaurants, and theaters.

Regency Mall, Rte. 286 South, offers several fine stores and theaters.

University Park Plaza on Wayne Avenue is just a short walk from campus.

On the other side of town, the North Plaza on North Fourth Street contains a supermarket and several stores.

Located on Rte. 422 West is another shopping plaza housing a supermarket, pharmacy, bank, variety store, and carpet store.

## PUBLIC OUTDOOR FACILITIES

### J.S. Mack Community Center, "Mack Park", or the "Fairgrounds."

52-acre park, south of Carter Avenue between South Sixth Street, Wayne Avenue and Hospital Road.

- Large outdoor swimming pool with a ninety-foot waterslide and wading pool
- Indoor ice rink for skating and hockey programs
- Large enclosed picnic pavilion
- Tennis courts
- Ballfields
- Half-mile track

### White's Woods

250-acre natural area with access trails off North 12th Street

- Trail hiking
- Cross country skiing

### Fourth Ward Park

Small neighborhood park at the edge of White's Woods on North 12th Street.

- Basketball court
- Tot apparatus area

### Kennedy King Park

Neighborhood park on Josephine Avenue in the Chevy Chase area.

- Four lighted tennis courts
- Lighted basketball court
- Ballfield
- Apparatus area

### Getty Heights Park

12-acre park at the intersection of Rustic Lodge Road and Saltsburg Road (behind Ponderosa Restaurant)

- Rustic picnic pavilion
- Large apparatus area
- Ballfield

### Water Street Park

Small neighborhood playfield and apparatus area at the corner of Water and Second streets.

### Indiana Area Senior High School on North Fifth Street

- Lighted quarter-mile jogging track and interscholastic events

### IUP Athletic Facilities

Maple Street between 11th & 13th streets. Featuring intercollegiate athletic events.

- Limited public use of tennis courts and quarter-mile track

### Golf Courses open to the general public

- Meadow Lane Golf Course - Hamill Road
- VFW Country Club - 824 Indian Springs Road
- Cherrywood - R.D. #1 Penn Run
- Chestnut Ridge Golf Club - R.D. #1, Blairstown
- Chetremon Golf Course - R.D. #1, Cherry Tree
- Burtick Mini-Golf-Rte. 286 South/Indiana

## INDOOR COMMERCIAL RECREATIONAL FACILITIES

### Indiana Ice Center

497 East Pike 465-2665

### Indiana Skating Center (roller skating)

2131 Shelly Drive 463-3161

### Mohawk Bowling Lanes

Route 286 South 463-7443

### Patterson Lanes

421 North Fourth Street 465-8043

## GENERAL INTEREST ATTRACTIONS

### Indiana Players Theatre (local amateurs)

633 Philadelphia Street 349-7444

### Historical Society of Indiana County

South Sixth Street and Wayne Avenue

463-9600

## **THEATRES**

**Cinema Theater**--Regency Mall/Indiana  
463-8787  
**Cinemas IV**--Indiana Mall/Indiana  
465-8800

## **IT'S A WONDERFUL LIFE**

### **CHRISTMAS**

Enjoy the annual "It's a Wonderful Life Christmas" celebration in Indiana County. We're the Christmas Tree Capital of the World, and the Boyhood Home of Jimmy Stewart!

Events include a holiday parade, theatre productions, community tree lightings, concerts, and a spectacular driving light tour of Blue Spruce Park.

Christmas in Indiana means fun for young and old alike! For dates, times, and more information, call the Indiana County Tourist Bureau, 827 Water Street, at 463-7505.

## **MORE INFORMATION**

Contact:

**Historical & Genealogical Society of Indiana County,**  
6th Street and Wayne Avenue, Indiana  
463-9600

**Indiana County Tourist Bureau,**  
1019 Philadelphia Street, Indiana  
463-7505



*John Sutton Hall  
and Annex, 1970*

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